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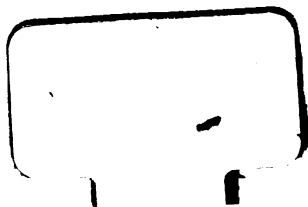
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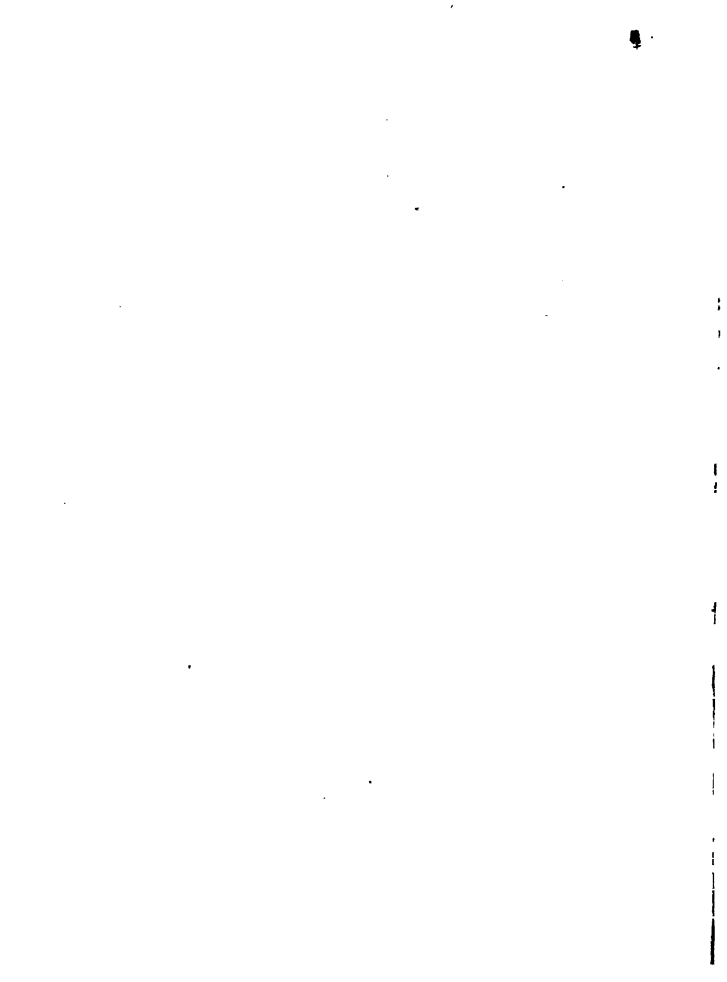
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# CAPE GOVERNMENT RAILWAYS.

*Cape of Good Hope. S. Dist. of Railways*

## RULES

AND

## REGULATIONS

TO BE OBSERVED BY

ALL PERSONS IN THE SERVICE OF THE  
CAPE GOVERNMENT RAILWAYS.

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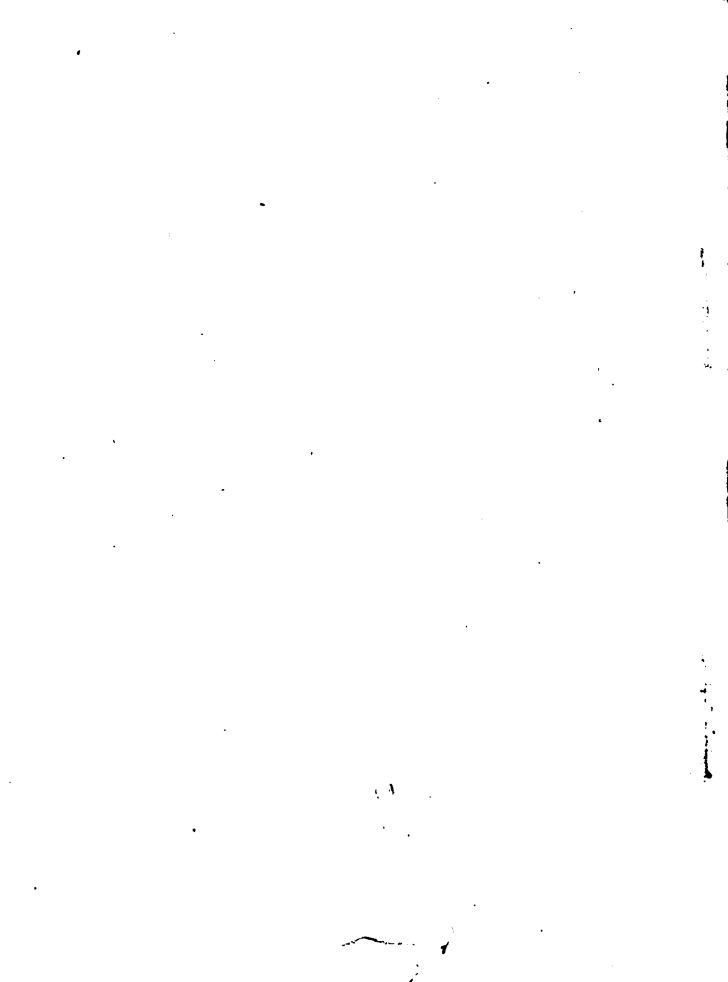
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CAPE TOWN :

W. A. RICHARDS & SONS, PRINTERS, CASTLE STREET.

—  
1893.



# **Cape Government Railways.**

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**Cape Town,  
21st April, 1891.**

**The following Rules and Regulations, having been approved by the Government, are published for the guidance of all Persons in the service of the Government Railways, and all previous issues of the Book of Rules and Regulations are hereby cancelled and withdrawn.**

**C. B. ELLIOTT,  
General Manager.**

**Office of the General Manager of Railways,  
Cape Town.**





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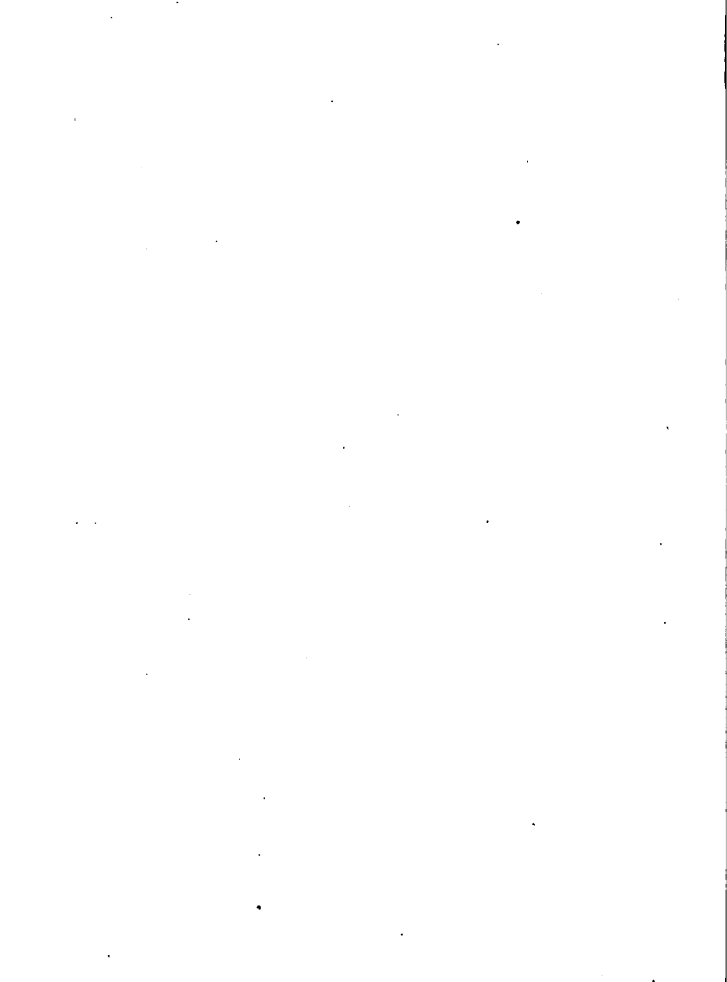
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## GENERAL RULES.

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Conditions of  
Service.

1. Every person employed by the Railway Department must devote himself exclusively to its work; reside at whatever place may be appointed; attend at such hours as may be required; pay prompt obedience to all persons placed in authority over him; and conform to all the rules and regulations of the service.

Public safety  
the first con-  
sideration.

2. *The safety of the Public must, under all circumstances, be the chief care of the servants of the Department.* They must use their utmost exertions to prevent irregularities in the running of, and accidents to trains. Should one train be following another too closely, the driver of it must be warned of the position of the preceding train. Particular care must be exercised at those parts of the line where the curves are sharp and the drivers cannot see far ahead.

Book of Rules,  
Working Time  
Book.

3. Every person connected with the working of the Railway is supplied with, and must have with him when on duty, and produce when required, a copy of these Rules and Regulations, the Working Time Table for the current date, the Regulations for working trains over single lines, and the last issued Appendix to the Working Time Table. Every person supplied with these books is held responsible for reading and obeying all notices and instructions therein contained, so far as they concern him; should he not clearly understand any instruction or regulation, he must immediately apply to his superior officer for an explanation of its meaning; and want of knowledge will not be admitted as an excuse in the event of any irregularity or neglect.

Locomotive Inspectors, and Foremen in charge of Locomotive Depôts, Station Masters, and Permanent Way Inspectors are responsible for keeping their respective staffs duly and regularly supplied with the Book of Rules and Regulations, Working Time Book, the regulations for working single lines, the Appendix (when issued), SPECIAL TRAIN NOTICES and other

notices affecting the men which are issued from time to time.

Loss of Rule  
Book, &c.

4. Any servant having lost his copy of the Rules and Regulations, Working Time Book, the regulations for working single lines, the Appendix, or other document or article of which the Regulations require that he should be in possession, must immediately obtain another from his superior officer.

Regulations  
applicable to all  
grades.

5. Although the Rules and Regulations given hereafter under different heads are made specially for the observance of the servants employed in doing the work required by such Rules and Regulations, yet, every such person must make himself thoroughly acquainted with, and will be held responsible for a knowledge of, and compliance with ALL.

Obedience to  
Rules.

6. Every officer and servant is required to assist in carrying out the Rules and Regulations, and must immediately report to his superior officer any

infringement thereof, or any occurrence which may come under his notice affecting the safe and proper working of the traffic.

Conduct of  
Servants.

7. The conduct of all employes must be civil and obliging. They must promptly and at all times afford every proper facility for the business to be performed, be careful to give correct information, and when asked, give their names without hesitation. Station Masters, Guards, Engine-men, Porters or other servants are not to enter into any altercation between themselves or with strangers, and no reprimand is to be given to any Guard, Porter, or other servant, within the hearing of the passengers, or of the public, except in a case of gross incivility, or other offence against Passengers or the Public.

Fees or Gratuities  
must not be  
accepted.

7A. (*Revived and amended, August, 1893*). No money or gratuity, in the shape of fee, reward, or remuneration, is allowed to be taken from passengers, or other persons, by any servant of the Department, under any pretence whatever, even although the regular hours of duty shall have expired.

**Guarantee Fund.** 8. Officers holding situations of trust are required to contribute to the Guarantee Fund.

**Absence from duty.** 9. No employé is allowed to absent himself from duty, or to alter his appointed hours of attendance or to exchange duty with another employé, without the special permission of his superior officer. In case of illness, he must immediately report the circumstance to his superior officer, in accordance with the Sick Fund Rules. Absence without leave, except in case of serious illness, will render the absentee liable to forfeiture of office.

**Names and addresses.** 10. The name and address of every employé must be registered at the place appointed by his superior officer, which, in the case of employés engaged in the working of the line, shall be the station to which they are attached, where they are to be posted up in the Station Master's office. Changes of address must be notified without delay, in order that the record may be kept perfect.

Institution of  
legal proceed-  
ings and com-  
munications to  
the press.

11. Officers and servants of the Department are not to take legal proceedings on behalf of the Government, nor show any official document or book to persons unconnected with the Department, nor deal with any communication on a subject for which they have no precedent or authority, or with doubtful questions, nor communicate directly or indirectly with the public Press on matters connected with the Department, without first obtaining instructions from the General Manager through the head of their Department.

Communicating  
through superior  
officers.

12. Officers or servants desiring to address their communications in connection with their public duties or positions to a higher authority than their immediate superiors, must do so through their superior officers.

Suggestions and  
improvements.

13. Employés are invited to communicate freely with their superior officers as to anything that may tend to promote the interests of the Railway, or conduce to the safety and convenience of the public.

Reports against  
superior officers.

14. Any officer or servant who has cause to complain of, or to make a report against his superior, shall make the complaint through the officer at the head of the branch to which he belongs, within seven days, otherwise such report will be regarded as the result of malice, and not as proceeding from a conscientious desire to advance the interests of the public service.

Uniform.

15. Every officer or servant is expected to come to duty clean and neat in his person and dress; if required to wear uniform, he is to appear in it when on duty in a proper state of order, and every portion of it in conformity with the Regulations, and if any article supplied him shall be damaged by improper use, he will be required to make it good. No employé is allowed to convert to his own use any article, the property of the Department, and, if guilty of such misconduct, he will be dealt with as the law directs.

Smoking.

16. No officer or servant in uniform, whether on duty or not, shall smoke on the premises or platform.

Entering refreshment rooms.

17. No servant of the Department while on duty is allowed to enter a Station Refreshment Room, unless provided with permission in writing from his superior officer, which must in all cases be shown to the Station Master.

Appeals to General Manager, outside influence.

18. Any officer or servant who may consider he has a grievance which his own immediate Head of Department does not redress, may appeal to the General Manager through the Head of his Department ; officers and servants are not to use or obtain outside influence either directly or indirectly to represent their requirements.

Trading.

19. No employé is allowed to trade, either directly or indirectly, for himself or for others.

Care of Stores.

20. All employés must be careful that all stores under their control are prudently and economically used.

Walking on the Line.

21. No person, except he be in the Railway service and his duty



requires it, is allowed to walk along any part of the line of railway, without a special permission from an authorized officer of the Department. *Whenever any person requires to walk on the line, he must, where the line is single, keep outside and clear of the rail, and where the line is double take that line by which he would meet a coming train, and whenever a train approaches he must go to the right, clear of both lines.*

Travelling without Pass.

22. No officer or servant of the Department, or any other person—except those specially authorised under the regulations issued from time to time—is allowed to travel on the railway unless provided with a proper ticket or Free Pass, nor (unless in the

Travelling on Engine or Van without permission.

execution of his duty) allowed to ride on the engine or in the brake van, or in any vehicle in which luggage or parcels are conveyed, without written permission from an authorised officer.

Reporting neglect of duty.

23. All subordinate officers having men under their charge.

must report without delay to their superior officers all cases of neglect of duty on the part of such men.

Learning the  
Telegraph.

24. All clerks in the Traffic Department, Guards, Brakemen, and Pointsmen are expected to learn the telegraph, and their future promotion will depend in a measure upon their knowledge of it.

Special Trains.

25. Special Trains have occasionally to be run without previous notice of any kind ; it is therefore necessary for the Staff along the line to be at all times prepared for such trains.

Care in Coupling.

26. Servants must not expose themselves unnecessarily to danger, and must do their best to prevent, as far as they can, such exposure on the part of others, warning any who may neglect to take proper care ; they must exercise caution in getting between vehicles for the purpose of coupling or uncoupling them ; they must not jump on the steps or footboards of trains entering Stations. Reck-

less exposure of himself or others to danger on the part of any servant will be treated as an offence against these Regulations, and punished accordingly.

**Bye-Laws.**

27. The extracts from Acts of Parliament and bye-laws relating to Railways, will be found at the end of this book, and all employés must make themselves thoroughly acquainted with them and prevent, to the best of their ability, any infringement thereof.

**Definitions.**

28. The term "through line" is used throughout the book to denote the running line of any Railway or Branch. "Station Master" means the officer properly appointed in charge of a Station; "Train," includes Light Engine and Steam Trolley; "Goods Train" includes Goods, Minerals, Cattle and Ballast Trains; "Driver" the person properly appointed in charge of a Locomotive Engine; "Signalman" any person in charge of Signals or Switches; "Guard" includes Brakesman or any person in charge of a train.

**Luggage.** 29. Luggage, or other articles left for the convenience of passengers on the railway premises, must not be taken charge of by railway servants. All such Luggage must be deposited in the office in the regular manner.

**Lost Luggage.** 30. All unclaimed Luggage or other property found in the trains, at Stations, on the line, or anywhere on the Railway premises, must be immediately handed over to the officer in charge of the Station where it has been found, or of the nearest Station (*as the case may be*), and such officer must at once cause a label to be securely attached to it, describing such Luggage and the time, date, and place of finding. He must then make a corresponding entry in the Station Lost Luggage Book, and if the property be not claimed on the same day, it must be forwarded on the following morning to the Lost Luggage Dépôt at the principal terminus of the System.

**Delivery of Luggage.** 31. Luggage applied for at a Station other than that to which it is labelled, is not to be given up except on

reasonable proof of Ownership by the person applying for it, and it must not be taken out of the van at an intermediate Station without the authority of the Guard of the train, whose duty it is to record it on his Journal.

Trespassing or  
damaging pro-  
perty.

32. Cases of trespass and damage to Railway fencing, lands, or other property (in so far as the punishment of offenders is concerned), when occurring within the Distant Signals, and all cases of accidents to persons or animals, whether travelling by train or not, must be dealt with by the Traffic Department. Cases of trespass and damage to property beyond the Distant Signals, by the Engineer's Department; and cases of grass or bush fires, by the joint

Grass Fires, &c.

enquiry of District Officers, whether occurring within or beyond the Distant Signals.

Burning Grass,  
&c.

33. When a Ganger is about to burn grass or rubbish, notice must be served on the owner or occupier of the adjoining land, provided the owner's or occupier's residence is within two miles of the Railway.

The Ganger who serves such notice must attend at the time and place mentioned, and a separate notice must be given on each occasion as to the time when the renewal of the work of burning off is to be commenced. Such work is not to be commenced after two o'clock p.m., on any day.

No servant to be  
a member of any  
Political body.

34. Any employé who is found to be a member of a Political Association of any kind will be required to sever his connection with the service.

Office and work-  
ing hours and  
overtime.

35. All officers and employés will be required to attend at their offices for such periods beyond the ordinary working hours as may from time to time be necessary for the completion of arrears of work, or in consequence of any departmental or public emergency.

Changing duties.

36. On change of duties between day and night staff, all circumstances which may have occurred out of the ordinary course must be communicated to the man coming on duty as relief, and before he takes charge, and

his attention must be drawn to the respective positions of the trains, especially if there be any overdue.

Changing Duties.  
Unft.

37. No person employed in any capacity shall give up charge to any person whose duty it may be to relieve him unless the person being relieved shall be satisfied of the perfect sobriety of the person whose duty it may be to relieve him, and if any person gives up the charge of trains, signals, points, or other duty to any one who may be in a state of intoxication, both the persons relieved and relieving will be held responsible and punished accordingly.

Punishments.

38. The Government reserve the right to punish any officer or servant by fine, suspension from duty, or immediate dismissal for intoxication, disobedience of orders, negligence, misconduct, or absence from duty without leave, and to deduct from the pay of their servants and retain the sums which may be imposed as fines, and also their wages during the time of their suspension, or absence from duty from any cause, without leave, as

well as money due for rent, the cost of any damage done to property belonging to, or in charge of Government by such officer or servant; the value of any articles supplied to him and not returned, and any other deduction which may be due.

*Leaving service.* 39. No Servant is allowed to quit the Service without giving the notice required by the terms of his engagement.

When an employé leaves the service, he must immediately deliver up his uniform and all other articles belonging to the Government, and no money due for wages will be paid him until the Book of Regulations and all articles supplied to him for his use while in the Service, and which ought still to be in his possession, shall have been delivered up.

If any be not so delivered up, or be damaged by improper use, the cost of such or of the repair thereof shall be a debt due by the employé to the Government, and may be deducted from any pay then due, or if such pay be found insufficient to meet the claim, will become a debt recoverable at law.



Testimonials.

40. Testimonials and letters of recommendation will, if required, be returned by the Department, when the person whom they concern leaves the Service, unless they are addressed to officers of the Department. Heads of Departments only are authorised to give testimonials, and no testimonial shall be given to any employé who has not completed at least six months' good conduct service.

Pension Funds—  
Contributions to.

41. Officers and servants permanently appointed are required to contribute to the Pension, and Widows' Pension Funds.

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## UNIFORM TIME TO BE KEPT BY GUARDS, & AT ALL STATIONS.

Uniform Time  
sent daily.

42. The time of the meridian  $22\frac{1}{2}^{\circ}$  East of Greenwich is used at all Stations on the Cape Government Railways throughout the Colony, Bechuanaland, Orange Free State and the Transvaal. It is sent to the principal Stations daily, by telegraph, and Clocks must be regulated accordingly.

Clocks to be  
Regulated.

**Instructions.**

**43.** In order to insure uniform time being kept at all the Stations on the Line to which time is not telegraphed, the following Regulations must be strictly observed:—

(a.) Each Guard must, before starting on his journey, satisfy himself that his Watch is correct with the Clock at the Station from which he starts, and must again compare it, and regulate it if necessary, by the Clock at the Station where his journey ends, before commencing his return journey.

(b.) The Guard in charge of the first Passenger Train (starting after 6·0 a.m.) stopping at all Stations on the portion of the Main Line or Branch over which it runs, must, on his arrival at each Station, give the Station Master or other person in charge, the precise time, and, in the event of the time given by the Guard differing from that of the Station Clock, the latter must be altered to agree, and regulated accordingly.

(c.) The Station Masters will be held responsible for keeping their Clocks properly regulated in accordance with these

instructions, and must at once report any serious defects that may occur in their working, in order that the necessary steps may be taken for their immediate repair.

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## SIGNALS.

Responsibility  
as to Signals.

44. The public safety, which must be the chief care of every servant of the Railway Department, being largely dependent upon the proper use and observance of Signals, all persons whose duties are in any way connected with the service of the line are particularly required to make themselves familiar with all the codes and instructions relating to Signals which are now or may hereafter be issued.

Certain employes,  
acquaintance  
with Signals and  
Signalling.

45. Officers and servants connected with the working of trains, including Station Masters, Yardmen, Foremen, Guards, Signalmen, Shunters, Porters, Engine-drivers, Firemen, and men employed on Permanent Way and Works, are to make themselves acquainted with

the following Regulations, their knowledge of which they are liable to be examined in periodically.

Precautions by  
Signalling must  
be adopted at  
all hours.

46. All persons employed in any duty connected with the line, must bear in mind that engines may, under special circumstances, pass at any time during the day and night, whether or not they be mentioned in the Time-table, or signalled in any way, and the same precautions must always be taken in signalling, whether engines are expected or not.

Description.

47.

**Red** is a signal of "**Danger**"—**Stop**.

**Green**       ,,       "**Caution**"—**Go Slowly**.

**White**       ,,       "**All Right**"—**Go On**.



## HAND SIGNALS.

**Hand Signals.** 48. These Signals will be made by Hand or with Flags by day; and with Lamps by night, or in foggy weather.

**Danger Signal.** 49. *In the absence of Flags—*

Both Arms raised above the head denote “Danger,” thus:—



**Caution Signal.** One arm raised above the head denotes “Caution,” thus:—



**All Right Signal.** One arm held in a horizontal position across the Line of rails denotes “All Right,” thus:—



Any light waved  
violently denotes  
"Danger."

50. In the absence of a Red Light, any Light waved violently denotes "Danger"—Stop.

Shunting Signals  
by night.

51. In SHUNTING OPERATIONS by night, a White Light waved slowly up and down, means "Move forward;" a White Light waved slowly from side to side across the body, means "Move back."

A Green Light used instead of a White Light as above, means "Move forward slowly," or "Move back slowly."

A Red Light in all cases, or any other Light waved violently, means "Stop."

Shunting after  
dark—Caution.

52. All shunting after dark must be done with great steadiness and caution. Before commencing any shunting, the Driver must be informed, as well as possible, what he is expected to do.

Hand Signals  
must be held in  
the hand.

53. Hand Lamps and Hand Flags, when used as Signals, except where they are employed for the purpose of marking the actual point of obstruction—see *Platelayers' Banner Signal Rule*—must always be held in the hand, and not placed upon, or stuck into the ground.

## FIXED SIGNALS.

**Fixed Signals.** 54. Fixed Signals consist of Home Signals, Distant Signals, Starting Signals, and Siding Signals.

**Semaphore Signals adopted on majority of Lines.** 54. Semaphore Signals are in general use, but a few Disc Signals remain in use at some level crossings and gates.

**Semaphore Signals shown from left-hand side of post.** 56. The Semaphore Signals are constructed with Arms for Day Signals, and Lamps for Night.

The Signal is invariably made by the Arm on the left-hand side of the post, as seen by the Driver of an approaching engine.

**Semaphore Danger Signal.** 57. The "Danger Signal" is shown, in the day time, by the Arm on the left-hand side of the post being raised to the horizontal position, thus:—

and by the exhibition of a red light by night.



Semaphore  
Caution Signal

58. The "Caution Signal" is shown, in the day time, by the Arm on the left-hand side of the post being placed half-way to the horizontal position, thus :—  
and by the exhibition of a green light by night.



Semaphore All  
Right Signal.

59. The "All Right Signal" is shown in the day time, by the Arm of the left-hand side being lowered to the post thus :—  
and by the exhibition of a white light by night.



## HOME SIGNALS.

Home and Dis-  
tant Signals.

60. Home and Distant Signals must always be kept at Danger, being lowered only, in answer to the Driver's whistle, if the line is clear.

Exhibition of  
Danger Signals  
at Semaphores.

61. Danger Signals must be exhibited for 5 minutes on a



Double line, and for 10 minutes on a Single line immediately after a train has passed an intermediate Station or a level crossing; in cases of long heavy gradients, instructions for working will be found in the Working Time Book.

One Signal only  
at a Station.

62. At Stations where there is only one Signal in either direction, it must always be treated as a Home Signal, with the exception that being lowered to "Caution" gives permission to *come into* the Station only, and not to run through it.

Home Signals  
outside points.

63. At Stations where there is a Signal at each end at or near the first points (*and no Home Signal on the platform*), it must always be treated as a Home Signal; but it must never be placed at "All Right." When at "Danger," an approaching train must stop a long train's length outside it. (The Guard going back to protect the train if need be.) When at "Caution," approaching trains may enter the Station, and draw up as directed by Hand Signal, but never pass through the Station without receiving a distinct and clear Hand Signal from the platform to do so.

**Home Signals.** 64. Home Signals are placed at Stations, Junctions, Sidings, and Signal Boxes, and when at Danger, no train or engine must pass them, or foul the Crossings or Points to which they apply, except as prescribed in Regulations 68 and 77.

Home Signals at Junctions are, as a rule, so placed as to indicate by their positions the Lines to which they apply, and when more Arms than one are fixed to the same side of a post, they apply generally as follows, viz. :—

The first or top Arm, to the Line on the left ;

The second Arm, to the Line next in order from the left ;

and so on.

**Home Signals at Junctions not to be passed at Danger.**

65. Home Signals at Junctions must never be passed when at Danger.

**Trains required to be brought within such Signals.**

When a train has stopped at a Junction Home Signal, and it is necessary to bring it within the Home Signal before the Section ahead is clear, the Signaller may, where a Starting Signal is provided,

and that Signal is at Danger, lower the Home Signal for the train to draw ahead. The Engine-driver of any train which has been thus stopped at a Junction Home Signal must, after that Signal has been lowered, go slowly forward towards the Starting Signal, but must not pass the Starting Signal until it is lowered.

Two trains approaching a Junction at same time. 66. When two trains are approaching a Junction in the same direction on different lines, all Signals must be kept at Danger till one of the trains has stopped.

Home Signals (other than at Junctions) not to be passed at Danger, where there are Starting Signals. 67. Home Signals at Stations, Sidings, and Signal Boxes (other than at Junctions) where there are Starting Signals, must never be passed when at Danger, except as stated in Regulation 77.

Trains required to be brought within such Home Signals. When a train has been stopped, or brought nearly to a stand, at the Home Signal of a Station, Siding, or Signal Box (other than at Junctions) where Starting Signals are provided, and it is necessary to bring it within the Home Signal before

the Section ahead is clear, the Signalman may, if the Starting Signal is at Danger, lower the Home Signal for the train to draw ahead.

Home Signals  
(other than at  
Junctions) where  
there are no  
Starting Signals.

68. Home Signals at Stations, Sidings, and Signal Boxes (other than at Junctions)

where Starting Signals are not provided, must never be passed when at Danger, except as follows ---

Trains required  
to be brought  
within such  
Home Signals.

When a train has been stopped, or brought nearly to a stand, at the Home Signal, and it is necessary

to draw it within such Signal before the Line ahead is clear, the Engine-driver must, on receiving verbal instructions from the Signalman, draw past the Home Signal, *so as to bring his train under its protection*; if the Signalman is too far from the Engine-driver to be able to communicate verbally with him, the Engine-driver must, upon the receipt of the necessary Signal by Hand Lamp or Flag from the Signalman, pass the Home Signal, and draw cautiously towards the Signal Box or as far as the Line is clear, and there await the verbal instructions of the Signalman. The Hand

Signals for this purpose must be given only by a Green Light or Green Flag.

Engine-drivers must clearly understand verbal communication.

Engine-drivers must not go forward until they clearly understand the verbal communication

which the Signaller has made to them as to the state of the Line ahead, and then only with their engines under the needful control to ensure safety.

Home Signal not to be lowered to "all right" for train which has to stop at Starting Signal or Station.

69. Signallmen must be extremely careful not to lower the Home Signal to "All Right" for an approaching train which has

to stop at his Station. In foggy weather or during falling snow the Engine-driver must, when practicable, be verbally informed that he is only to draw forward to the Starting Signal or to clear the loop points.

Driver to go slowly forward when Home Signal is lowered, but not to pass out of sight of Signaller.

69A. The Engine-driver of any train which has been thus stopped, or brought nearly to a stand at a Home Signal, must, after that Signal has been low-

ered, go slowly forward towards the Starting Signal, but must only proceed so far as is necessary to leave the last vehicle well clear of the Points and Crossings, and within sight of the Starting Signal not to be passed until lowered. Signalman. The Starting Signal must not be passed nor the loop points be fouled until the Signal is lowered.

69B. It must be distinctly understood that the lowering of a Home Signal to "Caution" gives permission to COME INTO a Station ONLY and NOT TO PASS OUT OF OR THROUGH a Station.

At Stations where trains have to cross each other all Signals must be kept at "Danger," except when required to be lowered to admit a train, and when trains which have to cross each other are approaching a Station, and the Signal has been lowered for one train, the Signal must not be lowered for the other train until the first train has come to a dead stop, and the Officer in charge has personally ascertained that the points and line on which the other train will arrive have been left quite clear.

When the Home Signal is lowered to "All Right" and a corresponding White Hand Signal is exhibited from the platform, per-

mission is given for the train to pass through the Station.

Driver to  
whistle, and  
Signalman to  
be reminded  
of position of  
train.

69c. In case of detention at a Home or Starting Signal, the Engine-driver must sound his whistle, and, if still detained

the Guard or Fireman must proceed to the Station Master or Signalman and keep him continuously reminded of the position of the train or engine, and he must remain there until the Signalman can give permission to go

Engine whistle  
to be sounded  
frequently  
during fog.

forward. In foggy or thick weather, when Signals are not clearly visible, Enginemen must

be specially cautious, and in proceeding must sound the whistle frequently; during such weather, no engine or train must approach within a quarter of a mile at the very least, of any Station or Stopping Place, without the speed being reduced to such a rate as would prevent any collision in the event of a preceding train waiting outside Signals, or standing at such Station or Stopping Place. The Guard or Fireman must immediately upon the train coming to a stand, proceed to the Station Master or Signalman.

This duty must be performed by the Guard or Fireman in accordance with the following instructions :—

In the case of a light engine, or of a Passenger Train with only one Guard, by the Fireman; the Guard, in the latter case, remaining to take care of his train.

In the case of a Goods Train with only one Guard, when stopped at a Home Signal, by the Fireman, when stopped at the starting signal, by the Guard.

In the case of a train with two or more Guards, by the Guard who is nearest to the Station Master or Signalman.

When there is more than one Guard, the Guard in charge of the train is held responsible for satisfying himself that the Guard whose duty it is to do so, has gone to the Station Master or Signalman.

The same arrangement must be carried out when a train is standing on the through line waiting to be crossed on to the other line or to be let into a siding.

In the case of a train performing shunting operations in charge of a shunter, the



shunter must go to the Station Master or Signalman.

Sufficient time must be allowed for the Guard or Fireman to rejoin his Van or Engine, before the Home or Starting Signal is lowered or given.

When a Home Signal has been lowered or the passing of a train, it must not (except in case of accident or obstruction) be again placed at Danger until the Engine of the train has passed it, or the train has been brought to a stand, nor in the case of a Junction, until the last vehicle of the train has passed it, and is clear of the Junction Points.

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## DISTANT SIGNALS.

Distant and Home  
Signals.

70. Distant and Home Signals must always be kept at Danger, being lowered only in answer to the Driver's whistle if the line is clear.

Distant Signals.

71. Distant Signals are fixed at considerable distance from the point at which the Home Signal is placed. They are constructed to exhibit the Danger and All Right Signals only.

Shape of  
Semaphore Arms  
when used as  
Distant Signals.

72. Where the Semaphores are used as Distant Signals, the Arms are constructed thus :—



Use of Distant  
Signals.

73. Distant Signals must be placed at Danger immediately they are passed by a train or engine. They must also be placed at Danger whenever any obstruction or danger exists upon the Line they are intended to protect, and so remain until the obstruction or danger is removed.

Use of Home  
Signal.

74. Whenever the Distant Signal is at Danger, the Danger Signal must also be exhibited at the Home Signal, except when a train has passed the Distant Signal at Danger, or in the case of an approaching train for which both the Signals have to be taken off; in the latter case, the Home Signal must be taken off first, and the Distant Signal placed at Danger as soon as the train has passed it, and in the former case,

the Home Signal only must be lowered to allow the train to pass.

When a Home Signal has been lowered for the passing of a train, it must not (except in case of accident or obstruction) be again placed at Danger until the engine of the train has passed it, or the train has been brought to a stand, nor in the case of a Junction, until the ~~last~~ vehicle of the train has passed it, and is clear of the Junction Points.

Observance of  
Distant Signals.

75. When an Engine-driver finds a Distant Signal at Danger, he must immediately reduce the speed of his train *so as to be able, in case of need, to stop at such Signal*; but if he sees that the way in front of him is clear, he must proceed slowly and cautiously within the Distant Signal, having such control of his train *as to be able to stop it short of any obstruction* that may exist between such Signal and the Home Signal, and must bring his train to a stand as near the Home Signal as the circumstances of the case will allow. Should any obstruction prevent the train from coming a train's length within the Signal, the Guard must go back to protect his train.

## STARTING AND ADVANCED STARTING SIGNALS.

Starting and  
Advanced  
Starting Signals

76. Where these Signals are used they are intended to control the departure of trains into the Section ahead, and must never be passed when at Danger, except as follows viz. :—

Not to be passed  
at Danger.

*EXCEPTION.—Where the Points of Sidings or Cross-over roads are so near to a Starting Signal, or advanced Starting Signal as to render it necessary for the Signal to be passed for shunting purposes, Engine-drivers may, for the purpose of performing Shunting operations, pass the Starting Signal or Advanced Starting Signal when at Danger upon being directed to do so by the Station Master or Signaller, either verbally, or by Hand Signal, which must, in all cases, be given by a Green Hand Lamp or a Green Flag, but they must not, under any circumstances, proceed on their journey until the Starting Signal or Advanced Starting Signal has been lowered, indicating that the Section ahead is clear.*

Line clear  
between  
Starting and  
Advanced  
Starting Signals.

76A. When the Line is clear between the Starting and Advanced Starting Signals, the

Signalman may, when necessary, after a train has been brought to a stand, lower the Starting Signal to allow such train to proceed towards the Advanced Starting Signal, but this rule will not apply in foggy weather or during falling snow.

If Advanced  
Starting Signal  
be not lowered,  
Signalman to be  
reminded of  
position of train  
or engine.

If the Advanced Starting Signal be not lowered for him to proceed, the Engine-driver must, after arriving at it, sound his

whistle at short intervals, and if still detained, the Guard, or the Fireman in the case of a light engine, must proceed to the Station Master or Signalman, and remind him of the position of the train or engine, and remain there until the Signalman can give permission to go forward. Sufficient time must be allowed for the Guard or Fireman to rejoin his van or engine before the Starting Signal is lowered.

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# SIGNALING IN CONNECTION WITH TRAIN SHUNTING OR RUNNING IN WRONG DIREC- TION.

Home, Distant,  
and Starting  
Signals apply  
only to trains  
running in the  
proper direction.

77. Home, Distant, and Starting Signals apply only to trains or engines running in the proper direction on the Through Lines, and must not be used for any other purpose. Trains or engines running in the wrong direction on either Line must be signalled by Hand Lamp or Flag. Trains or engines shunting from one Through Line to the other, or shunting into, or out of, Sidings connected with the Through Line, must, unless Fixed Signals are provided for the purpose of signalling such operations, be signalled either verbally, or by Hand Lamp or Flag, as occasion may require; it being necessary, in such cases, that the Danger Signal, should be exhibited at the Home Signal, as well as at the Distant Signal, for the protection of the train or engine so employed.

Mode of Sig-  
nalling during  
Shunting, and of  
Signalling trains  
running in  
wrong direction.

## SIDING SIGNALS.

**Siding Signals.** 78. When the exit from Sidings is controlled by ground Disc or dwarf Semaphore Signals, no train or engine must leave the Siding unless the Signal is turned off or lowered.

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## DEFECTIVE SIGNALS.

**Defective Signals.** 79. Station Masters and others in charge of Signals must frequently examine and test their mechanism, and see that they are kept clean and in good order, and show in the proper direction. Great care must be used in working a Distant Signal: the operator must, whilst moving the lever, watch the arms of the Signal or its repeater, so as to ascertain that it obeys the lever and rises fully to "Danger" or drops fully to "All Right" as required. He must take care that the adjustment of the Signal wires is always such as to allow compensation for the expansion and contraction caused by variations of temperature.

Defective  
Signals—  
temporary  
arrangements  
until again in  
order.

80. Every Station Master, Signalman, Gateman or other person must, in the event of any Home, Distant, or Starting Signal under his charge becoming defective, select a competent man, or, if necessary, two or more competent men must be selected, provided with the necessary Hand Signals and Detonators, and appointed to signal in place of such defective Signal, until it is again in proper working order.

Where the circumstances of the case admit of such an arrangement, the Station Master must select proper men from his own staff for the purpose; but where this cannot be done, he must apply to the nearest Ganger for Platelayers competent for the duty.

Alteration of  
Signals.

81. No new Signal must be erected, and no alteration must be made in the position or use of any existing Signals without the consent of the Traffic Manager.



Removal of  
Signals.

82. During the erection or the removal of Signals, or the prosecution of other work in connection with Points or Signals which may interfere with the safe working the Line, the Inspector or Foreman who has charge of the work, must, before commencing it, communicate with the Station Master, who will make such special arrangements as will be necessary for the working of the traffic whilst the alterations or repairs are being effected. Where there is no Station Master, the Engineering Department must provide for the safety of the Line in accordance with Rules 80 and 379.

Signal not  
shown or im-  
perfectly shown.

83. The absence of a Signal at a place where a Signal is ordinarily shown, or a Signal imperfectly exhibited, must be considered a Danger Signal, and treated accordingly, and the fact reported to the Station Master or Signalman.

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## DETONATING SIGNALS.

Detonators.

84. The Detonator is a Signal of Danger, and must be used in addition to the ordinary day and night Signals, during Snow-

storms, in foggy weather, and also in clear weather when unforeseen circumstances have occurred which necessitate the stoppage of an approaching train.

Detonators—  
supply of.

85. Every Guard, Signalman, Engine-driver, Gateman, and Ganger of Platelayers, will be provided with Detonators, which he is always to have ready for use whilst on duty; and every person in charge of a Station must keep a supply of these Signals in a suitable place, known by, and easy of access at all times to, every person connected with the Station.

All the persons above named will be held responsible for keeping up the proper supply of Detonators.

How to be  
placed on rail.

86. These Signals must be placed on the rail (label upwards) and the clasps bent round the upper flange of the rail to prevent their falling off, and must be observed by Engine-drivers as follows:—

Train to be  
stopped on  
explosion of  
Detonator.

When an Engine explodes a Detonator in clear weather, the Engine-driver must immediately

shut off steam, reduce the speed, and bring his Engine under such complete control as to enable him to stop at once if required, and then proceed cautiously to the place of obstruction, or until he receives a further signal for his guidance.

When an Engine explodes a Detonator in foggy weather, or during falling snow, the Engine-driver must immediately shut off steam and bring his train under complete control, so as to be prepared to obey any signal that may be exhibited. If he receives a Red or Danger Hand Signal, unless he is satisfied that the signal is exhibited for the purpose of repeating a Distant Signal at Danger, he must at once bring his Engine to a stand and then proceed cautiously to the point the Hand Signal is intended to protect, or until he receives a signal to proceed, and if he receives a Green or Caution Hand Signal, he must reduce speed to ten miles per hour. If the Red or Danger Hand Signal is exhibited to repeat a Distant Signal at Danger, the Engine-driver may after having shut off steam, proceed

cautiously in the direction of the Home Signal.

The absence of any signal after the explosion of a Detonator must be considered equal to a Danger Signal.

When used to repeat Fixed Signals, and to call attention to the fact of their being at "Danger," the Detonators must be obeyed in the same way that such Fixed Signals would be obeyed if clearly seen to be at Danger.

Must be carefully handled.

87. Detonators must be carefully handled, as they are liable to explode if roughly treated. It is necessary to keep them well protected from damp. At intervals of not more than two months, one from each person's stock must be tested, to ensure that they are in good condition.

Reporting irregularities.

88. When an employé notices any irregularity in the exhibition or in the observance of Signals, he must at once report it to his Superior Officer.

## TRAIN SIGNALS.

Distinctive  
Head Lamps  
and Discs.

89. For the information of Station Masters and Signalmen, each engine must carry the distinctive Head Lamps or Discs prescribed.

Tail, Side, and  
Head Lights,  
after sunset and  
during fog.

90. After sunset—and in the daytime also; during foggy weather or falling snow—every engine must carry the necessary Head Lights, and, when running alone, a Red Tail Light also, and every train must carry a Red Tail Light and two Red Side Lights in the rear of the train, except where it is otherwise directed.

Tail Lamp to  
indicate last  
vehicle.

91. Every train travelling on the Line must have a Tail Lamp attached to the last vehicle, by day as well as by night. The Lamp need not be lighted in the daytime except during foggy weather or falling snow; but its presence in the rear of each passing train will furnish evidence to the Signalmen and others along the line that no portion of the train has become detached on the road; and when

trains cross each other at a Station, neither train must leave the Station until the Station Master has seen the Tail Lamp on the last vehicle of each, and ascertained from the Guards that the whole of their respective trains has arrived.

Engine Tail  
Lamp.

92. Engines when running on the Through Line without a train must carry a Tail Lamp in the rear both by day and by night.

Engines assisting trains in the rear must carry a Tail Lamp.

Engines drawing trains must not carry any Tail Lamp in the rear.

In the case of two or more engines running coupled together without a train, the last engine only must carry a Tail Lamp.

Engine Signal of  
trains crossing  
out of ordinary  
course.

93. The Engine of a train proceeding beyond the ordinary crossing place to cross another train out of course must carry on the buffer plank a Green Disc with White Cross upon it

by day, and a Green Light in the same place by night.

Specials  
following.

94. A Red Board or a Red Flag by day, or an additional Red Tail Lamp by night, carried on the last vehicle of a train or on an engine, indicates that a Special Train or Engine is to follow ; Two Red Boards by day or Two *extra* Red Lights by night attached to the rear of an engine or train denote that a Special Train will run in the opposite direction to that carrying them.

Special run  
without notice.

As, however, Special Trains or Engines have frequently to be run without previous notice of any kind, it is necessary for the staff along the Line to be, at all times, prepared for such extra trains or engines.

Last Trip of  
Ballast Trains.

94A. Ballast Trains will carry a Green Flag by day, or Green Light by night, in addition to the ordinary Tail Signals behind the van or last vehicle of the train, to indicate that it is running its last trip for the day or night.

# REGULATIONS FOR WORKING THE TRAFFIC OF A DOUBLE LINE OVER A SINGLE LINE OF RAILS DURING REPAIRS OR OBSTRUCTION.

When one Line  
is blocked.

95. Should an accident or obstruction of any kind necessitate the passing of all Up and Down Trains upon a Single line, immediate steps must be taken to establish Single line working, when the following precautions must be adopted.

Appointment of  
Pilotman.

Pilotman's Badge.

96. A competent person must be appointed as Pilotman, who must wear a distinctive badge, which, until the regular badge can be obtained, must be a red flag tied round the left arm ; and no Engine must enter upon any portion of the Single line without the Pilotman riding upon such Engine, unless two or more Trains are required to follow in the same direction, in which case the Pilotman must order all Trains to proceed, excepting the last, upon the Engine of which he must ride.

Pilotman to be  
PRESENT.



If a Special Engine is supplied for the use of the Pilotman, he must personally start all the Trains, and must follow or accompany the last train on the Engine provided for his use.

N.B.—The Regulation badge is a red armlet with "C.G.R. Single line" upon it in white letters, and it must be worn round the left arm above the elbow.

Limits of single  
line working.

97. Single line working should be confined to points at which there are fixed Signals, with a cross-over road, and at all times to the shortest length possible ;

When cross-over  
road where there  
are no fixed  
Signals, is used.

but in the event of a cross-over road not protected by Distant and Home Signals being used for Single line working, a competent man with the necessary Signals must be placed at least half-a-mile beyond the cross-over road to signal in lieu of the Distant Signal, and another man (similarly provided) at the points to signal

When Hand  
Signal cannot  
be plainly seen  
by Driver.

in lieu of the Home Signal. Should the distance of half a mile fall within a tunnel, or close to the mouth of a tunnel nearest to the obstruction, or in any other position where,

owing to the formation of the line or some other circumstance, the Driver of an approaching train would be unable to obtain a distinct and distant view of the Signal; then the Signal must be exhibited at the end of the tunnel farthest from the cross-over road, or at such a distance over and above the prescribed distance of half-a-mile as may be necessary to secure the Driver obtaining a good and distant view of such Signal.

Forms to be used  
for establishing  
Single Line  
working.

98. Three or more (as may be necessary) of the printed forms (T102) provided for the purpose of establishing Single line working must be filled up and signed by the Station Master, or person in charge of the Single line arrangements. One of these he must deliver to the Signaller in charge of the cross-over road, at which the Single line working commences; the second must be retained by the Pilotman, and the third conveyed by the Pilotman or by a Special Messenger to the person in charge of the other end of the Single line.

Intermediate  
Stations to be  
supplied with  
copy of Form.

Should there be any intermediate Station or Stations (not having a cross-over road) within the

section over which Single line is being worked, copies of the printed form must also be furnished to the Officers in charge of such Stations. As soon as the person who has made the arrangements for the Single line working is satisfied that they are understood, trains may be allowed to go on to the Single line under the control and by the permission of the Pilotman.

**NOTE.**—It will generally be found most expeditious for the Station Master in advance of the obstruction to undertake the arrangements for Single Line working, as he will have a clear road in the proper direction on which the Pilotman can make his first journey; the Pilotman can commence Single line working as soon as he is in possession of the acknowledgments from the men in charge of both ends of the Single line.

Drivers to be  
informed Single  
line is being  
worked.

99. No Train must be allowed to enter upon the Single line without the Driver having been first informed by the Pilotman that Single line is being worked.

Signalmen to  
know Pilotman.

100. The Signalmen at each end of the Single line must know the man appointed as Pilotman, and must countersign the notice for Single line working held by him; they must place their Signals at Danger, and keep them so until both lines are safe, and the ordinary working of the traffic is resumed.

Transfer of Pas-  
sengers where  
both lines  
blocked.

101. When both lines are blocked, and it becomes necessary to work trains up to the point of obstruction on both sides for the transfer of Passengers or any other purpose, Single line working must be arranged on both sides between the nearest cross-over road and the point of obstruction; a Pilotman being appointed on each side, in accordance with these rules.

Speed of Trains.

102. Trains when working over Single line under the above conditions, must be run cautiously and at reduced speed.

Forwarding of  
Passengers.

103. After making the necessary arrangements for the safety of the Passengers and Trains, it will be the duty

of the Drivers and Guards (if no superior Officer is present) to arrange for forwarding the Passengers without delay ; acting in strict accordance with these Regulations.

Points which  
become Facing  
Points to be held  
or secured.

104. All points which become Facing Points to Trains running over such Single line must be either held by a competent man, or so secured as to enable the Trains to pass safely over them, and Drivers must not pass any Facing Points unless they are being properly held by a man at the place, or they have assured themselves that they are securely fastened.

Change of  
Pilotman.

105. Should the original Pilotman give up the working to another, the name of the second Pilotman must be substituted on new forms at both ends of the Single line ; but this can be done only by the person who arranged the Single line working ; and he, before doing so, must collect and retain the orders previously issued ; and on the resumption of the ordinary working all orders which have been issued on Single line working must be collected and sent to the Traffic Manager.

A Pilotman who has been relieved by another must not ride upon any Engine until he resumes duty as Pilotman.

Signalmen  
changing duty.

106. Should a Signalman be changed during the time the Single line working is in operation, the man coming on duty must be made acquainted by the man going off duty with the arrangement in force, and with the person acting as Pilotman, and he must countersign the order held by the Pilotman.

Pilotman to  
accompany  
first train in each  
direction after  
Double line has  
been re-opened.

107. The Pilotman must accompany the first train in each direction after the Double line has been re-opened.

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## STATION MASTERS.

Safety.  
Attention to  
Signals.

108. Every Station Master or person in charge of a Station, must direct his most vigilant attention to the Signals (*See Rules 44 to 94 A*), and use them, or see that they are used, in accordance with the rules and regulations in force from time to time.

109. He is answerable and responsible for:—

Signals, Lamps,  
Points, and Levers  
in good order.

1. Signals, Lamps, Points and Levers being at all times in an efficient state, clean, and supplied with oil, wick, &c. (*See Rules No. 151—153*), that lamps are lighted and give a good clear light whenever required, and during the prescribed hours.

Examination of  
Signalmen.

2. Signalmen, or men in charge of Signals, being properly instructed, examined, and qualified to work or use the signals entrusted to their charge.

Personal atten-  
tion to Safety of  
Passengers and  
Movement of  
Trains.

3. Giving his personal attention, as far as practicable, and, in preference to less important duties, to the movement and shunting of trains, and all other operations which in any way affect the safety of passengers, the public and trains.

4. The expeditious despatch of trains, and work of the Station.

Alteration of  
crossing places.

5. He is the only person at the Station authorised to alter (*under the regulations provided*) the crossing places of trains, fixed in the Working Time Tables or special train notices. This matter must at all times receive his prompt and most careful personal attention.

Employés to be  
supplied with  
Rule Book, Work-  
ing Time Table  
and Appendix,  
Special Train  
Notices, &c.

6. Seeing that every member of his staff connected with the working of the line is in possession of a copy of these Rules and Regulations, a copy of the Working Time Table and Appendix for the current date, and all Special Train and other Notices affecting the working of the line ; ascertaining that the men understand the instructions ; and for obtaining signatures therefor, in a book kept for the purpose and available for reference when required.

Staff. Duty and  
Discipline.

7. The faithful and efficient discharge of the duties devolving upon all persons either permanently or temporarily employed at the Station or within its limits, and for requiring their



obedience to his authority, and directions in the working of the line.

Line clear  
Facing points to  
be held or locked.

8. The line being clear, and the Signals and points properly set and either held or locked for the arrival of trains before they are due.

9. Facing points not worked from a locking frame on the through line, being held or locked when being run over.

Through Line Points.  
Precaution.

10. Taking precautions to prevent any one from moving any points leading to the through line, or from one through line to the other, without permission of the person in charge of them.

Fouling the  
Through Line.

11. For the proper working either by himself or under his supervision of all points on the through line and on any siding used for traffic purposes within the limits of his Station Yard. No Engine or vehicle is allowed to foul the through line or to move about a Station Yard without the sanction of the Station Master or other Traffic Officer in charge of the points.

Passenger Trains  
stopping short of  
or beyond Plat-  
form.

**12.** Preventing passengers from alighting from, or joining trains in motion, or, in case of over-running or stopping short of the platform, until they have moved backward or forward to the platform, except under special circumstances when he has taken necessary precautions to prevent accidents to such passengers.

Line blocked.  
Following Trains  
to be advised.

**13.** Informing Drivers and Guards of trains despatched from, or passing his station, of the time of departure of the preceding train in case that train should not be clear of the station ahead, or of its having to stop at any intermediate siding to attach or detach vehicles.

Vehicles running  
back.

**14.** Taking prompt action to prevent the running back of any portion of a divided train by turning it into a siding or on to the other line as may be best. Immediately telegraphing to the station in the rear to stop any train about to proceed in the same direction, and such other action as may be most expedient under the circumstances.

Double and Fly  
Shunting.

**15.** Preventing "Double" shunting except when attended by an experienced Shunter; and "Fly" shunting, except on emergencies and under an experienced Shunter. Prohibiting Vehicles detached from an Engine from being "kicked" by an Engine against or towards a loaded Passenger train.

Clearance or  
Loading Gauges.

**16.** Seeing that high or wide loads on Vehicles or Trucks are tested by the loading gauges, where provided, or measured to ensure that they do not exceed the maximum height or width allowed by the regulations.

Breakdown or  
Travelling Crane.

**17.** Seeing that the blocks are removed from the top of the springs; that the jib is lowered (*so as to pass the gauge*), fixed and secured pointing to rear of the train. (*Note.—A Locomotive Official should, whenever practicable, attend to his duty and travel with the Crane.*) In the absence of the Locomotive Official, the Crane and its fastenings must be examined at each stopping sta-

tion, and should doubt exist as to the safety thereof, which cannot be rectified, the Crane must be removed from the train.

Whenever a Crane is in use the jib or any portion of which obstructs or fouls any line of rails in use for traffic, or whenever the loading or unloading of any article of great breadth may obstruct the through line, steps must be taken and proper signals exhibited to ensure safety.

**Station Duties.**

**18.** The general working of the Station, and all the duties connected therewith, being carried out in a business-like and orderly manner, in accordance with the rules and instructions issued from time to time.

**Security of Property.**

**19.** The security and protection of the offices, buildings, and property of which he has charge or custody.

**Use of Stores.**

**20.** The prudent and economical use of all Stores supplied.

**Bookkeeping,  
Accounts, Remit-  
tances, &c.**

**21.** The correct charge for the conveyance of all passengers, parcels, live-stock, vehicles, goods and articles received for conveyance; the safe loading of all traffic; the collection of all freight and remittance thereof in accordance with the instructions issued from time to time; the correct and punctual keeping of the accounts and books required to be kept at the Station, and returns to be forwarded; the entry of and execution of all orders and instructions.

**Booking Office.**

**22.** The Booking Office being open twenty minutes before the time of departure of all trains, and a responsible person in charge.

**Exhibition of  
Bye-Laws.**

**110.** Every Station Master must preserve the boards upon which are posted the Bye-laws, Time-tables, Notices, and Posters, signed by an authorized officer, and see to their proper exhibition in the most suitable public positions at his Station and offices. He must not allow other notices to be posted at his Station without the authority of the General Manager, excepting those of the

## Advertising Contractor in terms of the contract.

**Bells at Stations.** 111. The Station Master shall cause a bell to be rung, outside the station as a signal to passengers to take their seats. At intermediate stations where little time is allowed for stopping, a first bell must be rung when the train comes in sight, so that passengers may be prepared to take their seats as soon as the train stops. When the train is ready to start a second bell shall be rung; and to distinguish it from the first it shall consist of one beat only.

**Station Doors.** 112. At terminal stations the entrance doors must be closed punctually at the advertised time for the departure of each train, and re-opened as soon as it has left. At intermediate stations the doors must be closed immediately on the arrival of each train, after which no person is to be admitted to be booked until the train has departed. Passengers must, however, be admitted and booked until the time stated in the Time-table has expired.

Names of Stations  
to be called out.

113. On arrival of a Passenger train at a Station, the Station Master, guards, and others whose duty it is to attend on Passengers, must call out the name of the Station along the train in a distinct and audible manner, and must pay immediate attention to any indication shown by passengers of their desire to alight.

Opening and  
closing of Carriage  
Doors.

114. Carriage doors must be fastened before a train is started and not be opened to allow a passenger to enter or leave the train till it has stopped at the platform, nor after it has started; and passengers must be warned against attempting to join or leave a train in motion. (*See Bye-Law No. 12.*)

Passenger trains  
not to stop  
where not timed.

115. Passenger Trains must not, without the special authority of the Traffic Manager, be stopped for the purpose of taking up or setting down passengers, at any place where they are not timed to call.

Trains booked  
to call at Stations  
to take up Pas-  
sengers.

116. In the case of a Passenger Train booked to call at a Station when required to take up pas-

sengers, the train must be stopped by the necessary Station Signals being exhibited against it.

Goods Trains to  
stop when timed.

117. Goods Trains must stop at the places specified in the Working Time Book. In the case of a train timed to stop at a Station or Siding "when required," the Driver must do so, unless he receives a Hand Signal to proceed without stopping. If there are Wagons or Goods to leave, the Driver will have instructions from the Guard to stop.

Conveyance of  
Prisoners and  
Insane Persons.

118. When Prisoners and Lunatics are travelling by a train, a separate compartment must be reserved for them and the persons in charge of them.

Lepers and  
Persons suffering  
from Infectious  
Diseases.

119. The Department is not bound to convey Lepers and persons suffering from other infectious diseases. In case they are conveyed by special pre-arrangement, separate compartments will be charged for and used. The Station Master making the arrangement must furnish the Guard with a written order, and he must immediately on arrival advise the



Station Master at each Station, in order that steps may be taken to prevent communication with other passengers. The compartment must not again be occupied till it has been fumigated.

Detention of  
Passengers.

120. The power of detention must be exercised with great caution and discretion, and *never* when the address of the person is known or adequate security offered for his appearance to answer any charge. Passengers who may be carried beyond the distance for which they have paid their fare, unintentionally, or against their wish, and to their inconvenience, need not be excused; the right of detention is applicable only in cases of persons who knowingly and wilfully proceed beyond the place to which they are booked, not only without previously paying the additional fare for the additional distance, but also *with intent to avoid payment thereof*. In all such cases the passenger must not be detained for a longer period than is absolutely necessary, and if prosecution is decided on, the delinquent must be brought before a Magistrate at the earliest opportunity.

**Excess Luggage.** 121. In charging passengers for excess luggage, the person weighing it must examine the passenger's ticket, and book the luggage to the station for which the ticket is issued and not short of or beyond it, exception being made in the case of Commercial Travelers' luggage.

**Inspection of Station by Station Master.** 122. Every Station Master must daily inspect all the Station Buildings, and see that the rooms, offices closets, urinals, and platforms are kept neat and clean.

**Uniform.** 123. He must always, when on duty, wear the uniform supplied to him.

He must also require all the servants at his Station to wear their uniform when on duty.

**Cleanliness of Servants.** He must see that, when they come on duty, they are clean in the person and clothes; that they keep so while on duty as far as circumstances and the nature of their work admit; that they behave civilly and respectfully to passengers of every class; that they do not run alongside carriages nor get upon the steps or footboard of the carriages before the

**Conduct to Passengers.**

train has stopped; and that they do not run unnecessary risks in the performance of their duties. He must report without delay to his superior officer, neglect of duty or misconduct on the part of any of the men under his charge, and also forward particulars of any complaint made by the public.

Neglect to be reported.

Leave of absence. 124. He must not be absent without leave, except from illness, in which case he must immediately telegraph to his superior officer, and in the meantime make the best arrangements in his power for the execution of his duties.

Sickness.

Transfer of Station.

125. On the transfer of a Station from one Station Master to another, an inventory of the furniture, lamps, property, and stores of all kinds must be made out and signed by both the outgoing and the incoming Station Masters. The state of the buildings, locks, &c., must also be similarly dealt with, and should the incoming Station Master fail to point out any defects or discrepancies, he will be held responsible for his neglect. The accounts will at the same time

be fully audited by the Accountants' Department, and the incoming Station Master will be held responsible for the balance as certified to by him.

Privacy of  
Offices.

126. All Booking and Telegraph Offices are to be kept strictly private, and no one, excepting the authorised Officers of the Department must be allowed to enter them.

Station Masters  
at intermediate  
Stations to  
examine  
couplings.

127. Station Masters at intermediate Stations must, as far as practicable, observe the state of the couplings (including Continuous Brake couplings and Cord Communications) on the arrival of the trains, and cause any that require it, to be adjusted.

Examination of  
Vehicles.

128. It is the duty of a Carriage Examiner at a Station where one is kept, to examine all vehicles immediately upon their arrival, and before they are shunted into position for loading, and to see that no vehicle leaves in a state in which it is unfit to run.

When, upon examination, a vehicle is found to be unsafe to run, the Examiner shall at

once inform the Station Master if such vehicle is on a train, and shall in all cases affix upon it a ticket to that effect, and any Servant of the Department who shall load or despatch a vehicle thus labelled will be severely dealt with, even if no serious consequences should result from the irregularity.

At a Station where a Carriage Examiner is not kept, the Station Master must examine, and, if necessary, call the attention of the Driver of a train to any defect, who will supply oil or grease to the axle boxes if they require it, and generally remedy any defects calculated to interfere with the safe running of the vehicles.

Insecure loading  
of Trucks, &c.

129. No excuse will be allowed to justify Station Masters in despatching carriages or trucks from their stations loaded in an insecure manner, or in such a condition that the load may fall off, or dangerously change its position in transit.

Vehicles at  
Stations.

130. All vehicles shunted off at stations as empties, must be carefully searched, and the windows of all

compartments in carriages must be closed, the ventilators being kept open.

Care of Points  
and Stop Blocks.

131. The person in charge of points must see that they are kept clear and properly lubricated, and call the attention of the Ganger to any inattention or defects which he may discover in their mechanism; should the defect be of a serious nature, or not be promptly attended to by the Ganger, he must report particulars to the Traffic Manager and to the District Engineer.

He must see that all fixed scotch blocks under his supervision are kept across the rails; that all safety points are closed against the through line when it is not necessary that they should be open for the purpose of shunting, and that all vehicles are placed within scotch blocks or safety points.

All switches are to be fastened with locks of the same pattern, and the necessary number of keys will be supplied to Station Master and others requiring them.

Repairs to  
Points.

132. Before commencing any repairs to points, the execution of which will interfere with their usual work-

ing, the Permanent Way Inspector or Ganger must acquaint the Station Master or Signaller in charge of them, with the nature of the work, and agree with him when it is to be done. After the work has been commenced the person in charge of the points must not allow any trains to pass them without having first communicated with the Permanent Way Inspector or Ganger and ascertained from him that they are in a fit state for the train to pass over in the direction in which it is required to run. The Permanent Way Inspector or Ganger must give to the person in charge of the points immediate notice of the completion of the repairs.

Signals, &c., not  
to be interfered  
with by  
unauthoris. d  
persons.

133. No unauthorised person must be allowed to interfere with the Train Register Book or the working of the Signals or Points.

Vehicle leaving  
the Road on  
journey.

134. In any case where a carriage or truck has left the road between any stations, the Guard must send written notice of the circumstance to the nearest Ganger or Platelayer, in order that the road may be properly examined, in addition

to reporting it to the Station Master of the next station he comes to; and the Station Master must also take steps to communicate with the Permanent Way men.

Trains crossing  
where only one  
man on duty.

135. When trains have to cross at a Station where there is only one man on duty, he must set and lock the points for the proper line at each end of the Station, a few minutes before the arrival of each train, and look and see that they are still right before lowering the signal in response to the Driver's whistle. The Guard of each train must unlock the points to let his train out, and the person in charge of the Station, must relock them in proper position immediately after the departure of the trains.

Trains crossing  
where no one on  
duty.

135A. When trains are crossing intermediate Stations or Sidings where there is no one on duty and a Down Train arrives first, the Guard, after bringing his train into the proper road and setting the points behind him for the Up Train to go out, must proceed to the Up Points and hold them correctly for the Up Train to come in, and signal it accordingly. As soon as that Train has



Trains Crossing where  
no one on duty.

135A. (*Amended December,*  
1893.) When trains are crossing  
at a place where there is no one on duty  
the mode of procedure will be as follows:—

(a) When the train arriving first is that  
for the through line :—

After the train has stopped outside the  
facing points and after the Driver has satisfied  
himself that the points are correctly set and  
locked, it will proceed, without waiting for  
the Guard, to enter the crossing place.  
Upon the train being safely drawn up within  
the crossing limits, the Guard must proceed  
ahead of his train to the points for the loop,  
and unlock and reverse them, and remain there  
to signal in the opposing train. He will hold  
these points while the opposing train passes  
over them, and then re-set and lock them for  
the through line.

(b) When the train arriving first is that for  
the loop line :—

After the train has stopped outside the  
facing points, it must wait for the Guard to  
arrive at the points, which he will unlock and  
reverse, and which he will hold while his train  
passes over them. He will then re-set these  
points and lock them for the through line.  
Upon the train being safely drawn up within



the crossing limits, the Guard must proceed ahead of his train to the points at the other end of the crossing place, and remain there to signal in the opposing train. After the opposing train has passed, he will unlock and set the points for his own train to pass out, and after his own train has passed over these points he will re-set them and lock them for the through line.

The Guard of every train entering the loop must unlock and reverse the points ahead to allow his train to pass out and after it has done so he must set and lock them for the through line.

In the event of both trains arriving together the one which has to take the through line must be the first to enter the crossing precincts.

When a Light Engine is crossed at an intermediate siding where there is no one on duty, it will devolve upon the Guard of the train coming in the opposite direction to attend to the points at both ends of the Crossing Loop.

*Note.*—There are exceptions, under certain conditions, which are enumerated in the Working Time Book, to the rule that trains shall stop outside the facing points at all crossing places.

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cleared the Up Points, the Guard of the Down Train must reverse them to allow his Train to pass out, and after it has done so he must set and lock them for the through line. As soon as the Up Train has cleared the Down Points, the Guard of that Train must set and lock them for the through line. In the case of the Up Train arriving first, the course of procedure will be reversed.

When a Light Engine is crossed at an intermediate Siding where there is no one on duty, it will devolve upon the Guard of the train coming in the opposite direction to attend to the points at both ends of the crossing Loop.

*Clearance Boards.* 136. Clearance boards or pegs are provided at all Sidings to indicate the point, beyond which, engines or vehicles cannot stand without fouling the other line.

*Trains crossing on Single Line loops.* 137. A train brought in, or standing on the through line, or a loop, for the purpose of crossing another train, must not foul the points at either end.

**Exhibition of  
Danger Signals  
at Semaphores.**

138. Danger Signals must be exhibited for 5 minutes on a double line, and for 10 minutes on a single line, immediately after a train has passed an intermediate Station, or a level crossing; in cases of long heavy gradients, instructions for working will be found in the Working Time Book.

**Precedence of  
Trains.**

139. Station Masters are required to ascertain how the ordinary and special trains in their respective districts are running, and to give information to the Guards.

As a general rule, a passenger train must take precedence of a Goods train, and the latter must not be started from any station within 10 minutes, nor be shunted upon the through line within 5 minutes of the time of a following passenger train being due. If, however, it comes to the knowledge of the Station Master, by means of the telegraph, or other reliable source, that the passenger train which is due, may not be expected for some time, he will be justified in despatching the Goods train. He must warn the Drivers and Guards of both trains of the facts.

A Goods train must not be started from intermediate stations unless there is ample time for it to reach the next Shunting Station or Siding in time to avoid delay to a passenger train.

Shunting of trains  
for following  
trains to pass.

140. In the event of a Goods train arriving at a Station within ten minutes of the time of a passenger train being due, the Station Master must see that the Goods train is shunted clear of the through line until after such passenger train shall have passed ; but if there be no siding at the Station sufficiently long to hold the Goods train, he must allow it to pass, giving instructions for it to be taken off the through line at the first siding capable of holding it, and it must remain there five minutes after the passing of the passenger train. In the event of any train being irregular from accident or otherwise, the Station Master must communicate the circumstances to the Enginemen of the following train, giving such cautions as the cause of the irregularity may require.

Reporting Acci-  
dents.

141. When a train meets on any part of the line, with an

accident or obstruction of a nature to call for assistance which is not procurable near at hand, the Driver and the Guard (or in his absence the Fireman) must at once protect their train by placing danger signals and detonators 800 yards in each direction. The Guard (or, in his absence, the Driver) must then despatch a special messenger by the most expeditious means to the nearest station, and, if practicable, to the station on each side of the scene of the accident, or obstruction, with a written statement of the nature and extent of the mishap, and of the kind of assistance required: the Guard himself, or in his absence the Fireman, must act as messenger if no other is available. The Station Master who receives the message must communicate it to the Drivers and Guards of trains arriving at his station, and telegraph it to the General Manager, the Traffic, Engineer, and Locomotive Departments, and to the Permanent Way and Locomotive Inspectors; to stations where the Breakdown Vans for the District are kept, and to those Stations where the starting of other trains is liable to be affected by the delay caused by the obstruction.



If, when the accident is caused by any defect of the Engine, and the Driver is of opinion that the assistance of another Engine is required, he must not, after sending for it, attempt to proceed until it arrives, even if the defects of his Engine have been made good, unless he is positively assured in writing that the line is clear for him to do so. If the disabled train is standing at a siding, the Guards of the following trains, which find it necessary to pass the disabled train, must leave a memorandum with every Station Master in advance, stating the number of their train, and giving all information in their power as to the time when the disabled train may be expected to resume its journey.

Floods. Occupa-  
tion of Line by  
Maintenance Dept.

142. When the line has been broken by floods, the Maintenance Department must have possession of the section between the two nearest stations, until it is made passable and handed over to the Traffic Department; and no train or engine must be allowed on the blocked portion of the line, without the consent of the District Engineer or his representative.

Injury to  
Live-Stock.

143. Every precaution must be taken, both by day and by night, to prevent injury to Live Stock trespassing on the Railway. When a Driver sees live stock on, or close to the Railway, where the Line is unfenced, he must slacken the speed of his train and be prepared to stop, if necessary, to avoid running over them. In cases where contact cannot be avoided, the train must be stopped as quickly as possible and the line cleared of obstruction.

Information as to live stock killed or injured must be given to the nearest Station Master, and to the owner, where known, by the employé who becomes aware of the casualty.

Should the owner decline to take possession, be unknown, or live at such a distance that he cannot be communicated with in a reasonable time, injuries should be attended to as far as practicable, and animals killed should be skinned (or if ostriches, plucked), and skins, horns (if any), and hoofs, or in the case of ostriches, the feathers, be despatched with the carcasses (if they are of any value) to the nearest Station Master, who will dispose of the whole to the best advantage.

All cases of accident to live stock, with particulars of the delay to trains caused thereby, must be reported to the Traffic Manager.

Precautions in  
Shunting.

144. Station Masters must take care that all vehicles left in a siding are clear of the through line and within the clearance pegs (where provided), safety points or scotch blocks, and that the safety points and scotch blocks are properly set.

Shunting  
operations to  
be protected.

145. No engine or vehicle must be shunted or moved from one Through Line to the other, or from the Through Line into a Siding, or from a Siding on to the Through Line, until the proper Signals have been exhibited, in one or both directions as may be required; and care must be taken when the Through Line is about to be obstructed, after a Distant Signal has been placed at Danger for the purpose of protecting it, to allow sufficient time to elapse for any approaching engine or train (which may have been near to or within such Signal before it was so placed at Danger) to pass before the obstruction is allowed.

Shunting wag-  
ons into incline  
Sidings.

146. When wagons require to be shunted into incline Sidings, the wagons to be moved at one shunt must be limited to such a number as the engine can push up without going at a violent or excessive speed.

Shunting train  
from one  
Through Line to  
the other to allow  
another to pass,

147. When a train or engine has to be shunted from one Through Line to the other to allow a following train to pass, such train or engine must be set well within the Home Signal, so as to be efficiently protected by it from any train or engine approaching from the opposite direction.

Interval between  
trains in foggy  
weather, &c.

148. During foggy weather, or snowstorms, no train must follow another within fifteen minutes, and not even then until the Driver has been properly warned of the departure of the preceding train, and told where it will next stop.

Ballast Trains  
not to run in fog  
or at night.

149. No ballast train must run in foggy weather or at night, except in cases of emergency and by the express permission of the Engineer.

Signalmen not  
allowed to leave  
their posts while  
on duty.

150. Station Masters must not allow signalmen and pointsmen to leave the points and signals of which they have charge, during their regular hours of duty, without relieving them with qualified substitutes. Signal cabins, both inside and out, are to be kept in a state of order and cleanliness; and no unauthorized persons are to be allowed to frequent them.

Lighting of  
Lamps.

151. When the running of trains renders it necessary the signal lamps must be lighted at sunset, and during the interval between sunset and darkness, the day as well as the night signals must be used. When requisite, they must also be lighted in foggy weather. At a station where the train service does not require the lamps to be burning at sunset, the lamps must be lighted not less than half an hour before a train is due to leave or arrive.

All concerned are responsible for seeing that the lamps under their respective control are burning brightly when in use, and the Station Master or officer in charge must see that the engine and Guard's van lights are burning

before a train leaves his station between sunset and sunrise.

Care of Lamps. 152. The greatest care must be exercised in cleaning, trimming, and lighting Signal Lamps, and Station Masters and others in charge of lamps will be held responsible for this work being efficiently performed.

The oil-burners of Distant and other fixed Signals must not be trimmed at the Signal Posts, but must be brought each morning to the Station or Lamp Room, as the case may be, and cleaned and trimmed there, and they must not be replaced in the Signal Lamps until they are required to be lighted.

The oil-burners of Platform Lamps must be taken to the Lamp Room every morning, cleaned and trimmed, and not replaced until they are required.

Station Masters and others having Signals under their care must frequently inspect the fixed Signal Lamps, and satisfy themselves that they are at all times in good working order, and that the glasses and reflectors are kept thoroughly clean.

Extinguishing  
Signal Lamps.

153. The Signal Lamps must be extinguished in accordance with

the following directions:—At places where a person is on duty all night, and at Level Crossings where a Station Master or Gateman is resident on the spot, and trains are running, the Signal Lamps must not be put out until broad daylight; at the latter places, the man in charge must, before leaving duty, ascertain that the lamps are burning properly, and are in such a condition that they will burn all night. At places where no person is on duty during the night, and at Level Crossings where no Station Master or Gateman is resident on the spot, the Signal Lamps must be put out before the person last on duty leaves.

Roof Lamps.

154. At Stations where Roof

Lamps are supplied to trains, Station Masters must see that they are properly cleaned and trimmed, and that no smoky, defective, or badly burning Lamp is placed in the train.

At intermediate Stations where Roof Lamps are provided, Station Masters must take care that they are examined on the arrival of the train, and that any that may be burning badly,

or have gone out, are replaced by properly trimmed Lamps.

**Relief Trains.** 155. Relief trains, if run without previous printed or written notice, must be considered and treated as Special trains.

**Porters sent as Guards.** 156. Whenever a Porter or other person is sent as a Guard, he must be supplied with the requisite signals, &c., specified in "Regulations for Guards," Rule No. 175 (to which his attention is to be drawn), and all other necessary instructions.

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## GATEKEEPERS.

**Signal instructions.** 157. For instructions relative to Signals and Signalling, see Rules 44 to 94a.

**Gatekeepers provided with Signals.** 158. Gatekeepers must obtain day and night signals and detonators, which they must keep in proper order, applying for a renewal of supply when necessary.



**Lighting Signal  
Lamps.**

159. The Signal Lamps must be lighted as soon as it commences to be dusk ; and, during the interval between daylight and dark, both Day and Night Signals must be used.

**Extinguishing  
Signal Lamps.**

160. The Signal Lamps must be extinguished in accordance with the following directions :— At places where a person is on duty all night, and at Level Crossings where a Station Master, or Gateman is resident on the spot and trains are running, the Signal Lamps must not be put out until broad daylight ; at the latter places, the man in charge must, before leaving duty, ascertain that the Lamps are burning properly, and are in such a condition that they will burn all night. At places where no person is on duty during the night, and at Level Crossings where no Station Master or Gateman is resident on the spot, the Signal Lamps must be put out before the person last on duty leaves.

**Closing of Gates.**

161. Unless special authority be given to the contrary, Gates must always be kept shut across the Roadway, where so constructed, excepting when it is necessary that they should

be opened to allow persons, &c., to cross the line; and, when they are closed across the roadway they must not be left unattended without being securely locked to prevent their being opened without the knowledge of the person in charge.

**Opening of Gates.** 162. When it is necessary for a Gatekeeper to open Gates to allow Animals &c., to cross the line, he must, before doing so satisfy himself that no train is near, and place his signals at "Danger" against all coming trains, and they must be kept at Danger until the line is clear.

**How to open Gates.** 163. The Gate towards which Animals, &c., are approaching must not be opened until after the opening of the opposite gate, so that they may cross over without having to stop upon the line.

**Gatekeepers to notice trains.** 164. Gatekeepers must take particular notice of each train as it passes, observe what targets, if any, it carries, and if they see anything wrong, must show the Danger Signal to the Driver and Guard.

**Exhibition of  
Danger Signals  
at Semaphores.**

165. Danger Signals must be exhibited for 5 minutes on a double line, and for 10 minutes on a single line, immediately after a train has passed an intermediate station or a level crossing; in cases of long heavy gradients, instructions for working will be found in the Working Time Book.

**Lamps on Level  
Crossing Gates.**

166. The Lamps on Level Crossing Gates of public Highways must show a Red Light in each direction along the Line when the Gates are closed across it, and must be kept lighted from dusk to daylight, and during foggy weather or falling snow.

**Working of  
Signals to be  
tested.**

167. At Level Crossings where Fixed Signals are provided, the Gateman must test their working both by day and by night, and report immediately any defect to the Inspector of Permanent Way, or other person in charge of the repair of Signals, and also to the Station Master under whose supervision he acts.

**Repairs to gates.**

168. Gatekeepers, &c., must give immediate notice to the Permanent Way

Inspector when the gates, signals, points, &c., under their charge require any repairs; and should any part become deranged or broken, they must immediately apply to the nearest Ganger to have it made safe.

Disregard of  
Signals to be  
reported.

169. Gatekeepers are required to report all cases where Drivers neglect or disregard the signals exhibited.

Trespass.

170. Gatekeepers and Plate-layers must prevent, as much as possible, any person trespassing upon the Railway, and every case of trespass must be immediately reported to the nearest Station Master.

Space between  
check rails and  
rails to be cleared.

171. Gatekeepers are responsible for keeping the space between the check rails and the permanent rails at their crossings clear of ballast, stones, dirt, and other obstructions.

Gatekeepers,  
under what  
Department.

172. Gatekeepers near Stations, *i.e.*, within the Distant Signals are under the control of, and paid by, the Traffic Department; all others are under the control of, and paid by, the Engineering Department.

## GUARDS, BRAKESMEN, SMUNTERS, &c.

Signal Instruc-  
tions.

173. For instructions relative to Signals and Signalling, see Rules 44 to 94a.

Attendance of  
Guards.

174. Every Guard, unless otherwise ordered, must be in attendance at the Station from which he is to start half an hour before the time appointed for the departure of his train.

Guards' Lockers.

175. Every Guard's Van is provided with a fixed locker, secured by means of a padlock, for the key of which each Guard is responsible. He will also be held responsible for seeing that he is provided with, and has in his possession before commencing his journey, the following articles, in addition to his Book of Rules, Working Time Book, and any Special, Ballast, or other Notices which should be in his possession, viz.:—

One set of Signal Flags.

One Time Book.\*

One Watch.\*

One Carriage Key.\*  
 One Loop Points Key.\*  
 Side and Tail Lamps.  
 One Hand Signal Lamp.\*  
 One case of Detonators.  
 Six Spraggs.  
 Six Hand Scotches.  
 Two extra Tail Lights for Targetting.  
 One Double Hooked Chain.  
 Two Tail Boards.  
 One whistle.\*  
 One Wheel Gauge.  
 Three Links.  
 Two Pins.

The Guard will carry away with him, when going off duty, the articles marked \*—the others are to be considered as belonging to the van; and articles which can be placed in the locker are to be kept there.

Trains under  
 Control of Guards. 176. The movements of the  
 train are under the control of  
 the Guard, who must instruct the Engine  
 driver as to the stopping, starting and general  
 working of the train.

Under Guard.

177. When there are two Guards with a train, the Under Guard must obey the orders of the Head Guard.

Guards under  
Station Masters.

178. Whilst trains are within Station limits the Guards are under the orders of the Station Master.

Guard to examine  
notices.

179. Every Guard must, before commencing his day's work, examine the notices for his guidance in order to ascertain if they contain anything requiring his special attention concerning those parts of the line over which he has to work.

Guards are required to enter the time of their coming on, and going off duty, with their signatures in the book kept for that purpose.

Guard's duties

180. Before starting on his journey the Guard must satisfy himself that there is a sufficient number of vehicles attached, that they are properly cleaned, marshalled, coupled, and labelled; that the brakes are in proper working order, that when brake vans are provided with sand boxes and pipes there is a good supply of dry sand in the boxes and

pipes are clear and in working order ; that the train is provided with the necessary tail, side, and roof lamps ; that when the last-named are not used the plugs are placed in the lamp-holes, and the means of communication (when such are provided) between passengers and the servants of the Department in charge of the train work properly. In the case of goods or mixed trains, the Guard must give great attention to the loading ; and sheeting of the trucks, whether these form part of the train at starting, or are attached on the way ; and if any vehicle becomes unsafe from the shifting or derangement of the load. he must at once have the load readjusted, or the vehicle removed from the train. The Guard of every train must also see that he is furnished with full particulars of all trains that are announced to run on the portion of the line over which he is to travel.

Continuous Brake  
Communications to  
be adjusted after  
shunting

181. If the train be fitted with a Continuous Brake, the Head Guard must see that the communications between the carriages are properly adjusted after shunting is performed, and before starting his train.



Guard's  
responsibility.

182. It is the duty of a Guard to ascertain that the parcels, packages, and goods delivered to him, or his train, as well as all vehicles, live stock, &c., correspond with the entries on the way-bills handed to him, and to report specially all irregularities to the Traffic Manager. He must count and compare them to such extent as time will allow ; on his arrival at each station he must count out the parcels to be left there and place them in the custody of the person appointed to receive them, and at the end of the journey he must remain on the Station premises in order to count out the parcels and to give every assistance in their transfer to the Parcels Offices. He will be held responsible for the parcels entrusted to him at the time of starting and during the journey, and for their proper delivery at each Station. He must obtain receipts for all parcels, and, in the case of value parcels, he must give a receipt to the person sending them, and also be careful to see that he obtains one from the person to whom he delivers them. He will be called upon to make good any value parcel lost through his want of care.

Persons not  
to ride outside  
carriages or in  
vans

183. The Guard must not allow any person to ride outside the carriages, nor must he permit any unauthorised person to ride in his van, or in any compartment or vehicle in which parcels or luggage may be placed.

Parcels and  
Parcel way-bills.

184. Guards are forbidden to take charge of any packages unless they are properly entered on their way-bills; they are also forbidden to carry any description of package for themselves, their friends, or the public, free of charge, without proper authority in writing. All Parcel way-bills must bear the full signature and not merely the initials of the Guard.

Guard's duties  
on arrival

185 On the arrival of a train at a terminus the Guard must not leave until after he has delivered it over to the Foreman, Yardman or Shunter, and all parcels and luggage to the persons appointed to take charge of them; and if any article be missing he must immediately report the case to the officer in charge of the Station, as well as on his journal. He must also before leaving ascertain for what duty he is next required.

Drivers to be  
advised of  
shunting required.

186. Before a train leaves a terminal Station, and throughout the journey, it is the duty of the Guard to give the Driver such information as he is able to furnish of the shunting to be performed during the journey.

Lighting  
of Lamps.

187. All Signal and Train Signal Lamps must be lighted at sunset and kept burning as long as required, they must also, when requisite, be lighted in foggy weather.

At a station where the train service does not require the lamps to be burning at sunset, the lamps must be lighted not less than half an hour before a train is due to leave or arrive.

All concerned are responsible for seeing that the lamps under their respective control are burning brightly when in use, and the Station Master or officer in charge must see that the Engine and Guard's Van lights are burning before a train leaves his Station between sunset and sunrise.

When the train stops the Guard must take care that no one stands before the tail light so as to obscure it.

Distance between  
trains.

188. Unless expressly provided otherwise, a distance of at least half a mile must be preserved between all trains when running in the same direction between stations. Platelayers observing a train approaching another within the forbidden distance, must give the driver a "caution" signal; and drivers who are aware of a preceding train running within half a mile, must reduce their speed, if necessary, and be particularly careful, especially in passing those parts of the line where they cannot see half a mile ahead.

Trains not to run  
after sunset, or  
in foggy weather  
or during falling  
snow without  
lighted Tail and  
Side Lamps,

189. No train must be allowed to travel on the Line after sunset, or in foggy weather, or during falling snow, unless there shall be attached thereto, and lighted, a Red Tail Lamp and two Red Side Lamps(except, when it is otherwise provided); and the Guard, if there be more than one, must see that these Lamps are kept properly burning throughout the journey.

Interval between  
Trains in foggy  
weather, &c.

190. During foggy weather, or snowstorms, no train must follow

another within 15 minutes, and not even then until the Driver has been properly warned of the departure of the preceding train, and told where it will next stop.

Signals for  
starting trains.

191. Trains must not be started before the time stated in the Working Time Book or Special Train Notice, unless under special instructions from a Superior Officer, and the following signals to start must in every case be strictly adhered to.

The Station Master will wave a white flag or light gently above his head, and upon receiving this signal, the Guard will blow his whistle, and exhibit a green flag or light in the same manner to the Driver, who shall take it as his authority to proceed, provided he is in possession of an order authorising him to do so when one is required.

Starting of trains  
by Guard.

When there are two or more Guards with a train, the Signal to the Engine-driver to start must only be given by the Guard nearest the engine, and not until after he has exchanged Signals with the Guard or Guards in the rear, and received intimation from the person in charge of the Station that all is right for the train to proceed.

Duties of Drivers  
on starting from  
a station.

192. When a train is about to start from a station or siding, the signal to start given by the Guard merely indicates that the Station duties are completed ; previous to starting the train, the Driver must satisfy himself that the line before him is clear, either by observation, or by obtaining by means of his whistle the exhibition of the necessary signals, as the circumstances may require, and that he is in possession of the necessary orders authorizing him to proceed. When starting, the Fireman must look back to the platform side until the last vehicle has drawn clear of all facing points to see that the whole of the train is following in a safe and proper manner, indication of which will be given him by the Guard holding out a green flag or light, which must be acknowledged by the Fireman giving him an "all right" hand signal. When a Guard omits to give this signal, the Driver shall call for it by whistle, and, if still not exhibited, must stop the train.

Trains stopped  
between stations.

193. Whenever a train is brought to a standstill between Stations

or Sidings, the Driver must, before starting again, obtain a signal from the Guard in charge of the train.

Platform.

194. In case a passenger train has stopped on the line, or short of, or past, a station, the Engine Driver must not move forward or back until he receives a signal from the Guard to do so ; and as soon as the Guard has satisfied himself that all carriage doors are closed, and that no passengers are entering or leaving the train, he must instruct the Engine-driver to put back or draw up to the platform, as may be required. The Engine Driver must sound his whistle before moving his train.

Starting and  
Stopping.  
Proper line of  
Rails.

195. The Driver must start and stop his train carefully and without a jerk, and pass on the proper line, which, in the case of an ordinary double line, and in the case of loops and crossing places on a single line, is the pair of rails on his left, when looking in the direction in which the train is travelling. At Loops and Stations where there is no one on duty, and where there is no train to be crossed, trains will not enter the loop, but will pass on the through line.

Siding Indication Boards

196. For the information of trainmen, large white painted boards have been erected at a distance of about 400 yards from the facing points of each Crossing Loop.

When approaching these boards Drivers must prepare to slacken speed, or to stop at the facing points of the Loop if required.

Trains to stop at facing points.

197. Trains, when approaching a Station at which a Crossing takes place, must come to a dead stop outside the facing points until the Driver has ascertained that the points are set for the proper line of rails for his train to enter.

Signals to be exchanged when passing Crossing Loops.

198. When a train is passing a Crossing Loop without stopping, the Fireman must look back and exchange signals with the Guard in the same manner as is done when starting from a Station or Siding.

Trains crossing on single line loops.

199. A train brought in, or standing on the through line, or a loop, for the purpose of crossing another train, must not foul the points at either end.



Clearance Boards.

200. Clearance boards, or pegs, are provided at all Sidings, to indicate the point beyond which engines or vehicles cannot stand without fouling the other line.

Trains crossing  
where only one  
man on duty.

201. When trains have to cross at a Station where there is only one man on duty, he must set and lock the points for the proper line at each end of the Station a few minutes before the arrival of each train, and look and see that they are still right before lowering the signal in response to the Driver's whistle. The Guard of each train must unlock the points to let his train out, and the person in charge of the Station must relock them in proper position immediately after the departure of the trains.

Trains Crossing  
where no one on  
duty.

201A. When trains are crossing at intermediate Stations or Sidings where there is no one on duty, and a Down Train arrives first, the Guard, after bringing his train into the proper road and setting the points behind him for the Up Train to go out, must proceed to the Up Points and hold them correctly for the Up Train to come in, and signal it accordingly.

As soon as that Train has cleared the Up Points, the Guard of the Down Train must reverse them, to allow his train to pass out, and after it has done so, he must set and lock them for the Through Line. As soon as the Up Train has cleared the Down Points, the Guard of that Train must set and lock them for the Through Line. In the case of the Up Train arriving first, the course of procedure will be reversed.

When a Light Engine is crossed at an intermediate Siding where there is no one on duty, it will devolve upon the Guard of the train coming in the opposite direction to attend to the points at the ends of the Crossing Loop.

Guard to ride in  
brake van.

202. The Guard must ride in his Brake Van and not upon the Engine or in any other part of the train excepting in cases of extreme emergency, and when it is necessary to divide his train. (*See Rule 222.*)

To keep a good  
look-out.

203. Every Guard, when travelling, must keep a good look-out, and should he see any reason to apprehend danger, he must use his best endeavours to give notice thereof to the Engine-driver.

Trains Crossing where  
no one on duty.

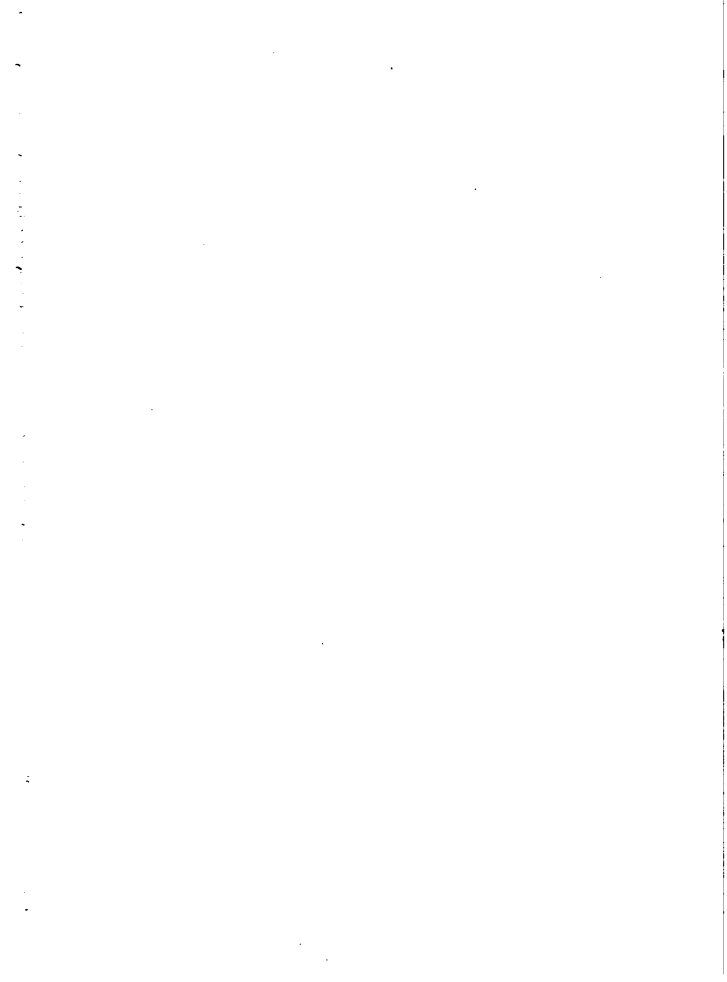
201A. (*Amended December,*  
1893.) When trains are crossing  
at a place where there is no one on duty  
the mode of procedure will be as follows:—

(a) When the train arriving first is that  
for the through line:—

After the train has stopped outside the  
facing points and after the Driver has satisfied  
himself that the points are correctly set and  
locked, it will proceed, without waiting for  
the Guard, to enter the crossing place.  
Upon the train being safely drawn up within  
the crossing limits, the Guard must proceed  
ahead of his train to the points for the loop,  
and unlock and reverse them, and remain there  
to signal in the opposing train. He will hold  
these points while the opposing train passes  
over them, and re-set and lock them for  
the through line:—

(b) When the train arriving first is that for  
the loop line:—

After the train has stopped outside the  
facing points, it must wait for the Guard to  
arrive at the points, which he will unlock and  
reverse, and which he will hold while his train  
passes over them. He will then re-set these  
points and lock them for the through line.  
Upon the train being safely drawn up within



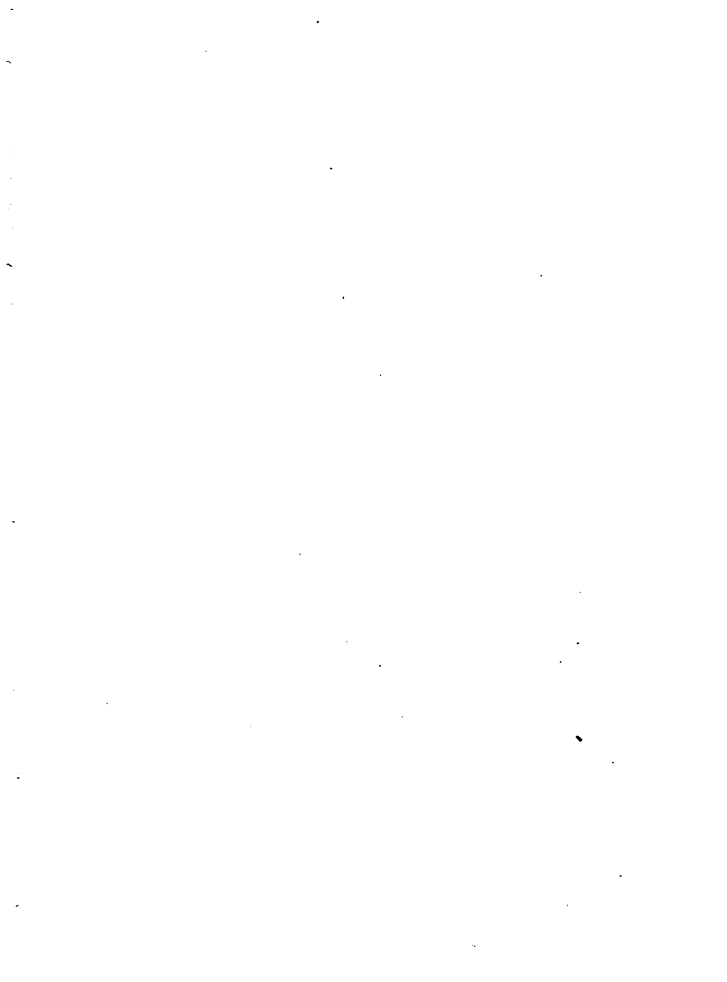
the crossing limits, the Guard must proceed ahead of his train to the points at the other end of the crossing place, and remain there to signal in the opposing train. After the opposing train has passed, he will unlock and set the points for his own train to pass out, and after his own train has passed over these points he will re-set them and lock them for the through line.

The Guard of every train entering the loop must unlock and reverse the points ahead to allow his train to pass out and after it has done so he must set and lock them for the through line.

In the event of both trains arriving together the one which has to take the through line must be the first to enter the crossing precincts.

When a Light Engine is crossed at an intermediate siding where there is no one on duty, it will devolve upon the Guard of the train coming in the opposite direction to attend to the points at both ends of the Crossing Loop.

*Note.*—There are exceptions, under certain conditions, which are enumerated in the Working Time Book, to the rule that trains shall stop outside the facing points at all crossing places.



Means to be  
adopted by  
Guard to attract  
Engine-driver's  
attention.

Should a Guard wish to attract the attention of the Engine-driver, he must, in addition to

using the Communication, where such exists, apply his hand-brake sharply, and release it suddenly. This operation repeated several times is almost certain, from the check it occasions, to attract the notice of the Engine-driver, to whom the necessary Caution or Danger Signal, as the case may require, must be exhibited. Should the train be fitted with a Continuous Brake, with which the Guard has a connection or which he has the means of applying, he must apply it, and thus attract the attention of the Engine-driver.

Means to be  
adopted by  
Engine-driver  
to attract Guard's  
attention.

204. When an Engine-driver requires the assistance of the Guard's brake, he must give

three or more short, sharp whistles, or sound the brake whistle (when a special whistle is supplied for that purpose), and apply the Communication, where such exists, and the Guard must immediately apply the brakes.

Losing time.

205. When time is lost by a train in consequence of its inability to run at

its appointed speed, the Guard must place fog signals on the rails at points where he has reason to apprehend that it might be overtaken by another train.

**Rising gradients.** On rising gradients, if there is only one Guard in charge of the train, he must get out of his van, put down two Detonators, and then immediately return to the van.

**Irregular  
stoppage of  
trains by  
accident or  
otherwise.**

206. When a train is stopped by an accident or from any cause (except where it is efficiently protected by Fixed Signals), the Guard, if there be only one, or the Rear Guard, if there be more than one, must immediately go back 860 yards to stop any following train, and, in addition to his Hand Signals, he must take Detonators (to be used by day as well as by night), which must be placed upon the Line of rails on which the stoppage has happened. He must also conspicuously exhibit his Hand Danger Signal to stop any coming train. The Guard must not return to his train until recalled by the Engine Driver sounding the whistle of his Engine, and, when recalled, he must leave the Detonators, and return to his train.



Overtaking a train  
during obstruction  
of lines.

207. When a train overtakes one which has been delayed on its road by an obstruction on the Line, or any other cause, the Guard of the second train must protect his own train as directed in Rule 206. The Guard of the first train, having assured himself that the Guard of the second train has gone back with the necessary signals for the protection of that train, may then rejoin his own train. If other trains come up, the same regulations must be carried out; the Guard of the last train protecting all.

Both lines  
obstructed.

208. For the protection, when necessary of the opposite line of rails, see Rule 299.

Reporting  
Accidents.

209. When a train meets on any part of the line with an accident or obstruction, of a nature to call for assistance which is not procurable near at hand, the Driver and the Guard (or in his absence the Fireman) must at once protect their train by placing danger signals and detonators 800 yards in each direction. The Guard (or in his absence the Driver) must then despatch a special messenger by the most expeditious

means to the nearest Station, and if practicable to the Station on each side of the scene of the accident, or obstruction, with a written statement of the nature and extent of the mishap and of the kind of assistance required: the Guard himself, or in his absence the Fireman must act as messenger if no other is available. The Station Master who receives the message must communicate it to the Drivers and Guards of trains arriving at his Station and telegraph it to the General Manager, the Traffic, Engineer, and Locomotive Departments and to the Permanent Way and Locomotive Inspectors;—to Stations where the Breakdown Vans for the District are kept and to those Stations where the starting of other trains is liable to be affected by the delay caused by the obstruction.

If when the accident is caused by any defect of the Engine, and the Driver is of opinion that the assistance of another Engine is required; he must not, after sending for it, attempt to proceed until it arrives, even if the defects of his Engine have been made good, unless he is positively assured in writing that the line is clear for him to do so. If the disabled train is standing at a siding, the

Guards of following trains which find it necessary to pass the disabled train must leave a memorandum with every Station Master in advance stating the number of their train, and giving all information in their power as to the time when the disabled train may be expected to resume its journey.

Obstruction of  
both Lines and  
Driver not aware  
of the fact.

210. If an accident to a train accompanied by one Guard only cause the obstruction of both Lines, and the driver runs forward without being aware of the accident, the Guard must, if he can obtain the services of a competent person, send him forward to protect the opposite Line to that on which the train was running, and himself go back as directed in Rule 206.

When no competent person is at hand, the Guard must, if the Block system is in operation on that portion of the Railway, first go forward, exhibiting his hand "Danger" signal, and place three detonators upon the opposite Line to that on which his train was running, at least three-quarters of a mile from the obstruction, and then return and protect the rear of his train as provided in Rule 206.

If the Block system is not in operation, the Guard must use his discretion as to which line he shall protect first, having regard to all the circumstances of the case; but he must use his best exertions to provide for the protection of both lines as quickly as possible.

In cases of obstruction in which vehicles have been off the rails, or when the line has been in any way interfered with, double line working must not be resumed until an advice has been received in writing from the Permanent Way Inspector that the line which had been obstructed is safe for the passing of trains.

Floods; Occupation of Line by Maintenance Department.

211. When the line has been broken by floods, the Maintenance Department must have possession of the section between the two nearest stations until it is made passable and handed over to the Traffic Department; and no train or engine must be allowed on the blocked portion of the line without the consent of the District Engineer or his representative.

Driver becoming disabled.

212. If a driver be, by accident or any other circumstances,

rendered incapable of doing his duty during the journey, the Fireman must take charge of the engine; and, after obtaining the assistance of the Guard, he must proceed cautiously until he meets a Ganger or some other competent person whom he will call upon to act as Fireman. The Guard shall then resume his place in the van and the train will proceed to the next engine station where the Fireman who has acted as Driver must report the circumstances to the Foreman.

Shunting operations to be protected.

213. No engine or vehicle must be shunted or moved from one Through Line to the other, or from the Through Line into a Siding, or from a Siding on to the Through Line, until the proper Signals have been exhibited, in one or both directions, as may be required; and care must be taken when the Through Line is about to be obstructed, after a Distant Signal has been placed at Danger for the purpose of protecting it, to allow sufficient time to elapse for any approaching engine or train (which may have been near to or within such Signal before it was so placed at Danger) to pass before the obstruction is allowed.

Trains proceeding in wrong direction.

214. If, in case of accident, it is found absolutely necessary to run a train in the wrong direction, the Guard or Fireman must, before starting, go or send some other competent person in that direction to a distance of 800 yards; and that interval must be maintained and the proper signals exhibited until the train is again able to run in the right direction. When moving in the wrong direction, Engine-drivers must do so with the utmost caution, making frequent use of the whistle and must not proceed beyond the nearest Station.

Engine not to push train.

215. No engine must be allowed to push a train of carriages or trucks on the Through Line unless within Station limits, but must, in all cases, draw it, except in case of Ballast trains or when required to start a train from a Station.

When an engine is disabled on the Line, the succeeding engine may push the train slowly to the next Siding or Crossover-road, at which place the pushing engine must take the lead.

Precedence of Trains.

216. Station Masters are required to ascertain how the

ordinary and special trains in their respective districts are running and to give information to the Guards.

As a general rule a passenger train must take precedence of a Goods train, and the latter must not be started from any station within 10 minutes, nor be shunted upon the through line within 5 minutes of the time of a following passenger train being due. If, however, it comes to the knowledge of the Station Master, by means of the telegraph, or other reliable source, that the passenger train which is due, may not be expected for some time, he will be justified in despatching the Goods train. He must warn the Drivers and Guards of both trains of the facts.

A Goods train must not be started from intermediate stations unless there is ample time for it to reach the next Shunting Station or Siding in time to avoid delay to a passenger train.

Shunting of trains  
for following  
trains to pass.

217. In the event of a Goods train arriving at a Station within ten minutes of the time of a passenger train being due, the Station Master must see

and run the defective vehicle and all vehicles in front of it to the nearest station or siding.

Dividing a train  
on a gradient.

220. The Engine Driver must exercise great care in attempting to start again in any case. If he is unable to start the train without jerking, he must arrange with the Guard to divide the train, and take a portion of it first to the next station or siding.

Before the train is divided the Engine Driver and Guard must make quite certain that the brake power is sufficient to hold the rear portion.

To test this, the coupling pin must be removed without disconnecting the "safety chain," so as to allow the front portion to press sufficiently against the rear to move it slowly backwards. If, after moving a short distance, the buffers are still found to be in contact, the proportion that it is proposed to divide, may be considered safe. If, however, the safety chains are stretched, more brake power must be applied.

Division of  
Trains.

221. When it is found necessary to divide trains (whether



Passenger or Goods) into two portions, care must be taken to despatch all passengers, or lighter of the two portions first.

Portion of train  
left on line.

222. When a train has from any cause to be divided on the through line, and there is only one Guard with it, it is the duty of the Fireman to ride upon the last vehicle of the front portion, until it is placed in a siding. and it is the duty of the Guard, after consulting the Driver and putting down his brakes and carefully securing the second portion so that it will remain stationary, to go back and take the necessary steps for protecting it by signals in accordance with Rule No. 206. When two Guards are employed with the train, the Under Guard must uncouple it, and ride upon the last vehicle of the front portion (in place of the Fireman as directed above), the Head Guard taking the necessary measures for protecting the second portion. The Guard must see that proper signals are left to show the Driver the position of the standing portion of the train, and the Driver must exercise care in returning not to touch the standing portion till he has recalled

the Guard to couple up and attend to the brakes.

Trains parting  
on gradient.

223. When a train has become divided whilst descending a gradient, the front portion, when the line is clear for it to proceed beyond the signals, must not be stopped so as to risk its being overtaken by the second portion, but when a train has become divided whilst running on a level, the first portion must be stopped as expeditiously as circumstances will permit (taking care not to be overtaken by the rear part of train), and then returned cautiously to recover the other portion, the Fireman acting as Guard by riding on the last vehicle.

Pinning down  
brakes.

224. In the event of a Driver's doubting his ability to control a train in the descent of a gradient, he must stop the train before attempting the descent, in order that the Guard may pin down as many brakes as the Driver considers necessary.

Shunting or  
standing on  
gradients.

225. The engine of a train standing on or near a falling gradient must not be detached until, in addition to the van brakes being screwed tightly down, a

sufficient number of wagon brakes are pinned down, and spraggs used, when necessary, to prevent the possibility of the train or any of the vehicles running away. The Driver and the Guard will be held equally responsible for seeing this duty performed. In the absence of the Guard, the person in charge of the shunting will be held responsible in his place.

Shunting into  
incline Sidings, &c.

226. In shunting vehicles into an open siding leading to a fall-

ing gradient, or into a siding with a dead end abutting a building, or into a siding the points of which are locked at the other end, they must never be detached from the engine until it has stopped after placing them in the required position. In shunting vehicles into any other siding or to the through line, they must not be detached from the engine until they are in the required position, unless there is a competent person attending to the brakes. At stations situated near a gradient falling from the Station, vehicles uncoupled from the engine must not be left on the through line or on sidings without being suitably spragged, unless they are inside a safety point or siding, or unless the

brakes are safely pinned down to prevent the possibility of their running away.

In shunting trucks into sidings situated on a gradient, or into sidings the points of which are locked at the other end, care must be taken that no more trucks are moved at one shunt than the engine can push up without going at a violent or excessive speed.

Shunting by means  
of safety chains  
only, prohibited.

227. Vehicles when being shunted must be attached by means of the proper centre spring coupling and in no instance must they be shunted when the safety chains are alone connected.

Double and fly  
Shunting.

228. "Double" Shunting is forbidden except when attended by an experienced Shunter; and "fly" shunting, except on emergencies and under an experienced Shunter. Detached vehicles must not be "kicked" by an engine against, or towards a loaded passenger train.

Loose shunting.

229. Loose shunting of vehicles containing passengers, or live stock, is strictly prohibited.

Precautions in  
shunting.

230. Guards and Shunters must take care that all vehicles left in a siding are clear of a through line and within the clearance pegs (where provided), safety points, or scotch blocks, and that the safety points and scotch-blocks are properly set.

Vehicles leaving  
the Road on  
journey.

231. In any case where a carriage or truck has left the road between any Stations, the Guard must send written notice of the circumstances to the nearest Ganger or Platelayer in order that the road may be properly examined, in addition to reporting it to the Station Master of the next Station he comes to, and the Station Master must also take steps to communicate with the Permanent Way men.

Irregularity in  
working of  
Signals to be  
reported.

232. Should a Guard find any Signal exhibited which ought not to be shown, or observe any other irregularity in the working of Signals, or should he see any obstruction on the Line, or any defects in Works, Permanent Way, or Telegraph, he must report the same at the first Station at which the train stops, and also in his journal.

Signal not shown,  
or imperfectly  
shown.

233. The absence of a Signal at a place where a Signal is ordinarily shown, or a Signal imperfectly exhibited, must be considered a Danger Signal, and treated accordingly, and the fact reported to the Signaller or Station Master.

Axle Box  
running hot.

234. In the event of an axle-box running hot, the Engineer's attention must be immediately called thereto.

How to apply  
brakes.

235. The person using a brake must not allow it to press so tightly on the wheels as to cause them to skid.

Injury to Live  
Stock.

236. Every precaution must be taken both by day and by night, to prevent injury to Live Stock trespassing on the Railway. When a Driver sees Live Stock on, or close to the Railway, where the line is unfenced, he must slacken the speed of his train and be prepared to stop, if necessary, to avoid running over them. In cases where contact cannot be avoided, the train must be stopped as quickly as possible and the line cleared of obstruction.

Information as to live stock killed or injured, must be given to the nearest Station Master, and to the owner, where known, by the employé who becomes aware of the casualty.

Should the owner decline to take possession, be unknown, or live at such a distance that he cannot be communicated with in a reasonable time, injuries should be attended to as far as practicable, and animals killed, should be skinned (or if ostriches, plucked), and skins, horns (if any), and hoofs, or, in the case of ostriches, the feathers, be despatched with the carcasses (if they are of any value) to the nearest Station Master, who will dispose of the whole to the best advantage.

All cases of accident to Live Stock, with particulars of the delay to trains caused thereby, must be reported to the Traffic Manager.

**Fire in Trains.** 237. Should any vehicle in a train be on fire, the train must be stopped, and the Guard must protect it, in compliance with Rule 206. The Under Guard (the Fireman if there is no Under Guard) must detach the vehicles in the rear of those on fire, which must then be drawn forward to a distance of at least

fifty yards, and there uncoupled and left until the fire has been extinguished.

If there should be a Water Tank or Column near, it may be found better to run to that place.

Every effort must be made to accomplish this as speedily as circumstances will admit of doing.

Guard's Journal. 238. At the end of the journey the Guard in charge must despatch to the Assistant Traffic Manager a journal containing, in addition to the time of the running of his train, a record of every circumstance of an unusual kind, such as detentions, &c., if any, that has taken place on the journey; of any error in parcels, luggage, or goods, and of the state of the weather at various points. When any occurrence has taken place involving in any respect the safety of the train or line; he must, in addition to mentioning it in his journal, send in a special report thereof.

Guards' spare  
time.

239. Guards when not required for their full time for their own duties, must assist in shunting or otherwise as directed by the Station Master.



Guard travelling  
in a train he is  
not appointed to  
work.

240. When a Guard is riding in a train other than that he is appointed to work, he must render any assistance necessary in the working of the train by which he travels, and obey any instructions received from the Guard in charge of such train; and when there is on the train a Brake-van in which no Guard is riding, he must ride in such van, and act as Assistant Guard.

Reduction of  
speed in obedience  
to signals.

241. A green flag or light exhibited by Platelayers, indicates that trains must reduce speed to eight miles an hour over the portion of the line protected by such signal.

Names of Stations  
to be called out.

242. On arrival of a Passenger train at a Station, the Station Master, Guards, and others whose duty it is to attend on Passengers, must call out the name of the Station along the train in a distinct and audible manner, and must pay immediate attention to any indication shown by passengers of their desire to alight.

Opening and  
closing of  
Carriage Doors.

243. Carriage doors must be fastened before a train is started, and not be opened to allow a passenger to enter or leave the train till it has stopped at the platform, nor after it has started; and passengers must be warned against attempting to join or leave a train in motion. (*See Bye-law No. 12*).

Passengers to  
enter proper  
carriages.

244. The Guard must take care that Passengers enter the proper carriages for the places to which they are booked, and that no passenger is allowed to leave the train for the purpose of rebooking by the same train, with the view to evade payment of the proper fare.

Ladies travel-  
ling alone.

245. When ladies are travelling alone, the Guard must pay special attention to their comfort; he must, if requested, endeavour to select a carriage for them (according to the class of their tickets) in which other ladies are travelling, and if they wish to change carriages during the journey he must endeavour to enable them to do so.

Passengers without tickets, or in a superior class of carriage.

246. If the Guard has reason to believe that any Passenger is without a ticket or is in a carriage of a superior class to that in which he is entitled to travel, he must request such person to shew his ticket, have any irregularity corrected, and see that the excess fare if any is due, is paid to the Station Master of the Station at which he alights. In the case of a Passenger wishing to change from an inferior to a superior class of carriage the excess fare must be paid at the Station where the change is made.

Insufficiency of room in a train.

247. When a Guard finds that the Passenger accommodation on his train is insufficient, he must, if there are no spare carriages at the first station which he reaches, request the Station Master to telegraph to the next Station where carriages are kept particulars of the requirements, so as to have one or more carriages in readiness to attach to the train on its arrival there, reporting the fact on his journal.

He must also report on his journal if he has habitually, either an excess or deficiency of room in his train.

Workmen holding  
Passes.

248. Station Masters, Guards, and others must see that Workmen holding third class Passes are kept as separate as practicable from the other Passengers.

When they travel in large numbers by the same train, carriages must be specially provided for their use, and they must ride in these carriages only.

Conveyance of  
Prisoners and  
Insane Persons.

249. When Prisoners and Lunatics are travelling by a train, a separate compartment must be reserved for them and the persons in charge of them.

Lepers and  
Persons suffering  
from Infectious  
Diseases.

250. The Department is not bound to convey Lepers and persons suffering from other infectious diseases. In case they are conveyed by special pre-arrangement, separate compartments will be charged for and used. The Station Master making the arrangement must furnish the Guard with a written order, and he must, immediately on arrival, advise the Station Master at each Station in order that steps may be taken to prevent communication with other passengers. The compartment must not be occupied till it has been fumigated.

Disorderly  
Passengers.

251. If the event of any passenger being drunk or disorderly, to the annoyance of others, the Guard is to use all gentle means to stop the nuisance ; failing which, he must, for the safety and convenience of all, remove the offender from the train at the first Station. The Guard must obtain the name and address of the offender, and also of one, at least, of the passengers present at the time ; he must also take care that the offender's luggage is put out of the train before it proceeds on its journey.

Examination and  
collection of  
tickets.

252. Guards on arriving at a Station, must request Passengers to have their tickets ready, and must assist ticket collectors by opening and closing the carriage doors. They must not, however, collect or examine tickets, excepting under special instructions. When tickets have to be punched, care must be taken not to punch out the date or number.

Windows of  
empty compart-  
ments to be  
closed.

253. The windows of all empty compartments must be closed, not only while the carriages are standing at the Stations, but also when the

trains are running, immediately upon the compartment becoming vacant. Ventilators to be kept open. The ventilators must be kept open.

Change of Tail and Side Lamps. 254. Should a vehicle be attached to, or detached from, the rear of a train at an intermediate Station, the Guard, if there be only one, or the Rear Guard, if there be more than one, must see that the Tail and Side Lamps are removed to their proper places on the train.

Uniform Time, Instructions for keeping. 255. In order to insure uniform time being kept at all the Stations on the Line to which time is not telegraphed, the following Regulations must be strictly observed: —

(a) Each Guard must, before starting on his journey, satisfy himself that his Watch is correct with the Clock at the Station from which he starts, and must again compare it and regulate it if necessary, by the Clock at Station where his journey ends, before commencing his return journey.

(b.) The Guard in charge of the first Passenger Train (starting after 6·0 a.m.) stopping at all Stations on the portion of the Main Line or Branch over which it runs, must, on his arrival at each Station, give the Station Master or other person in charge, the precise time, and, in the event of the time given by the Guard differing from that of the Station Clock, the latter must be altered to agree, and regulated accordingly.

(c.) The Station Masters will be held responsible for keeping their clocks properly regulated in accordance with these instructions, and must at once report any serious defects that may occur in their working, in order that the necessary steps may be taken for their immediate repair.

Trains booked to  
to call at Stations  
to take up pas-  
sengers.

256. In the case of a passenger train booked to call at a station when required to take up passengers, the train must be stopped by the necessary Station Signals being exhibited against it.

Goods Trains to  
stop when timed.

257. Goods Trains must stop at the places specified in the Working Time Book. In the case of a train timed to stop at a Station or Siding "when required," the Driver must do so, unless he receives a hand signal to proceed without stopping.

If there are wagons or Goods to leave, the Driver will have instructions from the Guard to stop.

Goods Traffic at  
Sidings.

258. Whenever a train is going to leave or take up vehicles at a siding where there is no one on duty, the Driver and Guard must, when passing the Telegraph Station nearest to such siding, leave word that they are going to do so, and the Station Master of that Station must give the necessary information to the Driver and Guard of the next following train in the same direction, as well as telegraph particulars immediately to the next station in advance so that similar information may be given to Drivers and Guards running from that Station.

Breakdown or  
Travelling Crane.

259. Before attaching any Travelling Crane to his train, the Guard must see that the jib of the Crane is



properly lowered and secured, and so fixed that it will pass under the gauge; and it must, when practicable, be so placed that the jib points towards the rear of the train.

*(Note.—A Locomotive Official should, whenever practicable, attend to this duty and travel with the Crane.)*

In the absence of the Locomotive Official the Crane and its fastenings must be examined at each stopping station, and should doubt exist as to the safety thereof, which cannot be rectified, the Crane must be removed from the train.

Whenever a Crane is in use the jib or any portion of which obstructs or fouls any line of rails in use for traffic, or whenever the loading or unloading of any article of great breadth may obstruct the through line, steps must be taken and proper signals exhibited to ensure safety.

Examination of  
Vehicles.

260. It is the duty of a Carriage Examiner, at a Station where one is kept, to examine all vehicles immediately upon their arrival, and before they are shunted into position for loading, and to see that no vehicle leaves in a state in which it is unfit to run.

When, upon examination, a vehicle is found to be unsafe to run, the Examiner shall at once inform the Station Master, if such vehicle is on a train, and shall in all cases affix upon it a ticket to that effect, and any servant of the Department who shall load or despatch a vehicle thus labelled will be severely dealt with, even if no serious consequences should result from the irregularity.

At a Station where a Carriage Examiner is not kept, the Station Master must examine, and, if necessary, call the attention of the Driver of a train to any defect, who will supply oil or grease to the axle boxes if they require it, and generally remedy any defects calculated to interfere with the safe running of the vehicles.

Defective  
Carriages.

261. When a complaint is made of the running of any carriage, the Guard must at once call the attention of the Driver thereto, report it to the nearest Station Master or Carriage Examiner, and enter the particulars on his journal, giving the number and class of the carriage. If, however, the Guard has reason to apprehend danger from a carriage before it can be inspected, he

must have it detached from the train at the first opportunity.

Damaged  
Vehicles.

262. The Guard will be held responsible for duly reporting on his journal such particulars as he can obtain respecting any damaged vehicle running in his train. He is authorised to refuse any vehicle in an unsound state, unless the Station Master furnishes him with a "damaged rolling stock report," (which he must hand to the Station Master of the station where the vehicle is detached), and even then, he must not take it forward if in the opinion of the Driver and himself the vehicle is not in a fit state to travel.

Examination of  
sheeted trucks.

263. Guards must frequently examine sheeted trucks during rainy weather, to see that no leakage is damaging their contents ; and if the sheets cannot be strained so as to leave no lodgment for water, deposits of water on them must be frequently removed, to prevent its soaking through.

Chains of timber-  
trucks and boiler-  
wagons to be  
secured.

264. The Guard must see that the chains or other appliances on timber-trucks and on boiler-

wagons, whether the vehicles be loaded or empty, are so secured as to prevent their getting loose whilst travelling. Foremen, Guards, and Shunters must take care that no timber-truck or boiler-wagon is allowed to leave a Station or Siding without the chains being first carefully examined and made perfectly secure and safe, and Guards will be held responsible for seeing that they remain so during the journey.

Doors of cattle-  
wagons to be  
fastened.

265. When wagons of live stock are attached to a train, the Guard must see that the fastenings of the doors are all secure. On the journey he must avoid unnecessarily shunting such wagons, and the shunting, when requisite, must be done as gently as possible.

Clearance or  
Loading Gauges.

266. Guards must see that high or wide loads on Vehicles or Trucks are tested by the loading gauges, where provided, or measured to ensure that they do not exceed the maximum height or width allowed by the regulations.

Wagons loaded  
with goods liable  
to be set on fire.

267. Guards must not take on wagons loaded with goods liable to be set on fire by sparks or hot cinders, unless such wagons are properly sheeted.

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## REGULATIONS FOR CONVEY- ANCE OF EXPLOSIVES AND DANGEROUS GOODS.

Loading and  
conveyance of  
Explosives.

268. Special vans must be used where provided, for the conveyance of Gunpowder and other dangerous combustibles, when sent in bulk; but ordinary vehicles may be used for the conveyance of Dynamite when special vans are not obtainable. These vehicles must be labelled "Dangerous" and, when standing under load at a station, they must be placed as far away from other goods, warehouses, or premises, as practicable. They must not be attached to a train conveying passengers; but must be placed in the centre of a goods train. Care must be taken that the trucks are not subjected to rough or violent shunting, and that Dynamite

especially is protected from blows. Under no circumstances may detonating caps be carried in the same van with Gunpowder or Dynamite. Trucks containing explosives must be examined by the Guard at every stopping place, and, if the axle boxes are running hot, the vehicle must be detached, unless it can be properly cooled and rendered fit to run farther with safety.

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## ENGINE DRIVERS & FIREMEN.

Signal instructions.

269. For instructions relative to Signals and Signalling see Rules 44 to 94 a.

Time of attendance. Engine in proper order.

270. Every Driver and Fireman must be with his engine at such time previous to starting, as the Locomotive Superintendent, or his representative, may require, and must satisfy himself that his engine is in proper order.

Driver's requisites.

271. Every Driver must have with him, at all times, on his engine or tender, the following articles:—  
Two short chains with hooks.  
A complete set of lamps.

A crowbar.

A screw coupling.

Two large links.

A screw jack.

A fire bucket.

A case of detonators.

A white, a green, and two red flags.

Ramps, two right, and two left.

A set of fire-irons.

Two pieces of rail, each about 4 feet long, and a sufficient quantity of wood blocks for packing purposes, and such other tools as may from time to time be ordered by the Locomotive Superintendent.

A supply of trimming worsted and wire, lamp wicking, tar band, and spun yarn.

**Moving Engine.** No engine must be moved unless the Driver and Fireman are both upon it.

No unauthorized person to ride on engine. 272. No person except the proper Engine Driver and his Fireman can be allowed to ride on any Locomotive Engine or tender, without written permission from the General Manager of

## Railways, Traffic Managers, or the Locomotive Superintendents.

Coal and tools to  
be safely placed  
on tenders.

273. The Engine-driver and Fireman must take care that the coal on the tender is not stacked too high, and that it and the boxes, fire irons, and tools, which are carried on the engine and tender, are so placed that they will not fall off when the engine is in motion.

Supply of Fuel  
and Water.

274. Engine-drivers must see before starting from a Station, that they have a proper quantity of Fuel and Water.

Driver and  
Fireman to  
examine notices.

275. Every Driver, and Fireman must, before commencing his day's work, examine the notices for his guidance, in order to ascertain if they contain anything requiring his special attention concerning those parts of the line over which he has to work.

Drivers and Firemen are required to enter the time of their coming on, and going off duty, with their signatures in the book kept for that purpose.



Engine Lamps  
and Indicators.

276. The Engine-driver must, before starting, see that his lamps are in good order, and that his engine carries the proper distinguishing lamps or other indicators of the train; and after dusk, and during foggy weather or falling snow, he must have the lamps lighted.

Brake Power.

277. The Engine-driver must, before starting, satisfy himself:—

1. That his engine is properly coupled to the train.
2. That all the Brake power (vacuum, chain, or hand brakes, as the case may be) on his engine is in good working order.
3. That the proper number of vehicles are connected together for working the Vacuum (or Chain) Brake from the engine, and the Chain Brake from the van.
4. By enquiry from the Guard at any stations where trucks are taken on or put off, what alterations have been made in such brake power.

Signals for start-  
ing trains.

278. Trains must not be started before the time stated in the

**Working Time Book or Special Train Notice**, unless under special instructions from a superior officer, and the following signals to start must in every case be strictly adhered to.

The Station Master will wave a white flag or light gently above his head, and upon receiving this signal, the Guard will blow his whistle, and exhibit a green flag or light in the same manner to the Driver, who shall take it as his authority to proceed, provided he is in possession of an order authorizing him to do so when one is required.

**Duties of Drivers on starting from a station.**

279. When a train is about to start from a station or siding, the signal to start given by the Guard merely indicates that the Station duties are completed ; previous to starting the train, the Driver must satisfy himself that the line before him is clear, either by observation, or by obtaining by means of his whistle the exhibition of the necessary signals as the circumstances may require, and that he is in possession of the necessary orders authorizing him to proceed. When starting, the Fireman must look back to the platform side until the

last vehicle has drawn clear of all facing points, to see that the whole of the train is following in a safe and proper manner, indication of which will be given him by the Guard holding out a green flag or light, which must be acknowledged by the Fireman giving him an "All right" hand signal, and when a Guard omits to give this signal, the Driver shall call for it by whistle, and if still not exhibited, must stop the train.

Engine-driver to  
keep a look out.

280. The Engine-driver must keep a good look out all the time the engine is in motion, and the Fireman must also do so when he is not necessarily otherwise engaged. They must also frequently look back during the journey and see that the train is following safely, especially when passing stations, facing points, platelayers, and gatekeepers. Enginemen are instructed to have their Firemen disengaged when passing a Station.

Speed over facing  
points.

281. (Amended August, 1893.) The speed over facing points must not exceed 10 miles an hour in the night and 15 in the day. No Enginemen shall move an engine

through or over any facing points on the through line unless they are locked, or some qualified person be present to hold the points. No Enginemen or Firemen must leave their engine when in motion for the purpose of holding points.

Obedience to  
signals.

282. Drivers and Firemen must pay immediate attention to, and obey all signals, whether the cause of the signal being shown is known to them or not. They must not, however, trust entirely to signals, but must on all occasions be vigilant and cautious. When, from fog, or other cause, signals are not visible as soon as usual, the whistle must be frequently sounded, the speed reduced, and every possible precaution taken, especially in approaching Stations and Junctions, so that trains may be stopped short of any obstruction.

Station Masters'  
Orders.

283. They must obey the Station Masters' instructions when not at variance with the Rules.

Trains under  
control of Guard.

284. The movements of the train are under the direction of the Guard, to whose instructions as to the stop-

ping, starting, and general working of the train the Engine-driver must pay implicit attention.

Starting and  
Stopping. Pro-  
per line of rails.

285. The Driver must start and stop his train carefully and without a jerk, and pass on the proper line which, in the case of an ordinary double line, and in the case of loops and crossing places on a single line, is the pair of rails on his left, when looking in the direction in which the train is travelling.

Crossing Trains  
where no one  
on duty.

At Loops and Stations where there is no one on duty, and where there is no train to be crossed, trains will not enter the loop, but will pass on the through line.

Whistling.

286. The Driver must sound his whistle on approaching all stations, public level crossings, and tunnels, and other places as directed, and also on perceiving any person or animals on the line.

Exceptions, Wyn-  
berg and Simon's  
Town Line.

NOTE.—Trains on the Wynberg and Simon's Town lines must not whistle at crossings where there is a signalman when the signals are at "All Right" unless people or animals are observed to be in danger.

Approaching  
Stations.

287. The Driver must carefully approach all stations, and on determining when to shut-off steam, when he requires to stop, he must pay particular attention to the state of the weather, the condition of the rails, and the length of the train, so that he may neither stop short of, nor over-run the platform, and must not rely upon the continuous brake when he requires to bring his train to a stand at a Terminal Station or Junction.

Precautions in  
passing Stations.

288. Enginemen with or without trains must reduce the speed, keep the whistle sounding, and pass slowly any Station where a passenger train is standing on the opposite line.

Siding Indication  
Boards.

289. For the information of trainmen, large white painted boards have been erected at a distance of about 400 yards from the facing points of each Crossing Loop. When approaching these boards, Drivers must prepare to slacken speed, or to stop at the facing points of the loop if required.

Trains to stop at  
facing points.

290. Trains, when approaching a Station or siding at which a crossing takes place, must come to a dead stop outside the facing points, until the driver has ascertained that the points are set for the proper line of rails for his train to enter.

Signals to be  
exchanged when  
passing crossing  
loops.

291. When a train is passing a Crossing Loop without stopping, the Fireman must look back and exchange signals with the Guard in the same manner as is done when starting from a station or siding.

Speed of trains.

292. The time of performing each portion of the journey with Passenger and Goods trains is given in the Working Time Book, as well as the maximum speed allowed on the various portions of the lines. The Driver must, as far as practicable, keep his engine going regularly at the speed required, never arriving at any of the stations before time, nor departing from stations before time, unless under special instructions. Special trains must not be driven faster than the timetable speed, unless the Driver receives positive and distinct orders from the Traffic Manager

or his representative to do so. The Driver of a Special train is particularly instructed to keep a good look out for the platelayers' and Station Signals, as the target or lamp for his train may not have been attached to the preceding train, or may not have been observed.

Engine fouling  
the through line.

293. Engines must not enter upon or cross the through-line without the permission of the person in charge of the points and signals, and not then until the Driver has satisfied himself that the proper signals have been exhibited.

Engine assistance  
in forming a train.

294. The Driver must afford with his engine such assistance as may be required for the formation arrangements, and despatch of his train.

Coupling engines.

295. Except during shunting operations, Drivers are held responsible for seeing that their engines are properly coupled to the trains by the Traffic Staff.

Light engine  
shunting for  
trains.

296. When a light engine is running on the line, unaccompanied by a Guard, the Driver will be held responsible for shunting, where necessary, for



trains to pass, and for observing such other regulations as are applicable to Guards concerning the movements of a train.

Engine or train  
without Guard  
on line unprotected  
by fixed  
signals.

297. When from any cause an engine, or a train without a Guard, is compelled to remain

upon the through line unprotected by fixed signals, the Engine Driver must send his Fireman, or some other competent person, back 800 yards, with danger signals to protect the engine or train during the time it is in such position. in the manner prescribed for the Guard in Rules Nos. 205, 206, 207, 209, and when an engine or a train without a Guard is stopped outside a home signal but within the distant signal, the Fireman must be sent back in like manner, unless the train is well covered by the distant signal.

Where the line is single, the Driver must protect his Engine, in accordance with the Regulations, using his discretion as to the direction in which the Engine is to be protected, first having regard to the circumstances of the case, but he must use his best exertions to protect the Engine in both directions with as little delay as possible,

Accident to  
Engine causing  
both lines to be  
obstructed.

298. Should an accident happen to an Engine or train without a Guard, occasioning the obstruction of both Lines of Rails, the Engine-driver must, in addition to sending the Fireman back, send some competent person in advance of the engine, to stop trains travelling on the opposite Line to that upon which his train was running.

Both lines  
obstructed.

299. Should an accident to a train foul, or be dangerously near to, any Line of rails used by trains running in the opposite direction, the Engine-driver of the disabled train must immediately detach his engine (if it be able to run forward) and proceed with it three-quarters of a mile from the scene of accident, and leave his Fireman with Detonators to act as laid down in Rule 206 to protect the opposite Line of rails; the Engine-driver must then go forward to the nearest Signal-box or Station and inform the Signaller of the obstruction, in order that any train or engine running on the opposite Line may be stopped, until the obstruction has been removed. In the course of the journey from the break-down to the Signal-box or Station, the Engine-driver

must stop any train that may be approaching on the opposite Line, sounding the brake-whistle, exhibiting the necessary Hand Signals, and, in addition, showing a Red Head Light at night.

**Engine disabled.** Should the Engine be disabled, the Fireman must, at once, go forward and place the Detonators on the opposite Line of rails, and also perform the duties of the Engine-driver as prescribed above.

**Trains at a stand on the other line.** 300. When the Driver observes a train from the opposite direction, obscured by steam or smoke, at a stand on the parallel line to that on which he is travelling, he must sound his whistle, and approach the stationary train very cautiously, so as to be able to stop if necessary.

**Driver to signal obstructions to trains in opposite directions.** 301. Should a Driver observe any obstruction or element of danger to any train running in the opposite direction to that on which his train is running, he must sound his whistle and exhibit a "danger" signal to trains which he meets, and do his utmost to prevent injury

to it. He must stop at the first station and report to the Station Master what he has observed.

Following too near. 302. He must also sound his whistle and exhibit a "caution" or "danger" signal, as occasion may require, to the Driver of a train running in the opposite direction, if it should appear to him that it is too closely following another.

Trains parting, 303. Should a train become divided whilst in motion, care must be taken not to stop the front part before the rear portion has either been stopped, or is running slowly, and the rear Guard must promptly apply his brake to prevent a collision with the front portion.

There may be cases requiring the train to be stopped owing to the failure of, or accident to, some part of, it when a prompt exercise of judgment and skill is necessary to decide whether to stop quickly or otherwise.

If the engine is defective, the sooner the train can be stopped the better. If any of the vehicles be off the rails the brakes in the rear must be instantly applied, in order that by keeping the couplings tight, the disabled

vehicles may be kept up, and out of the way of the vehicles behind, until the force of the latter is exhausted, it being desirable in such cases that the front portion of the train should be brought slowly to a stand. The application of the front brakes might, in such cases, result in further damage, and they should only be applied with great care, or when the disabled vehicles are in the rear of the train. In all cases the application of brakes behind a disabled or derailed vehicle will be attended with advantage.

**Loads for Engines.** 304. When an Engineman finds that from any cause he is unable to take a full load, he must himself immediately inform the Station Master, who will limit the load according to the judgment of the Driver, endorse the Driver's return, and report the case to the Traffic Manager.

**Stopping through want of steam or defective couplings.** 305. When a train has come to a stand on a heavy gradient through either want of steam or some other cause, if there is any defective coupling in any part of the train which cannot be replaced or made secure, the Driver must not attempt to

start again with the whole of his train, but he must uncouple a portion of it and run the defective vehicle and all vehicles in front of it to the nearest station or siding.

Dividing a train  
on a gradient.

306. The Engine-driver must exercise great care in attempting to start again in any case. If he is unable to start the train without jerking, he must arrange with the Guard to divide the train, and take a portion of it first to the next station or siding.

Before the train is divided the Engine-driver and Guard must make quite certain that the brake power is sufficient to hold the rear portion. To test this, the coupling pin must be removed without disconnecting the "safety chain," so as to allow the front portion to press sufficiently against the rear to move it slowly backwards. If, after moving a short distance the buffers are still found to be in contact, the proportion that it is proposed to divide may be considered safe. If, however, the safety chains are stretched, more brake power must be applied.

Shunting or standing  
on gradients.

307. The engine of a train standing on or near a falling

gradient must not be detached until, in addition to the van brakes being screwed tightly down, a sufficient number of wagon brakes are pinned down, and spraggs used, when necessary, to prevent the possibility of the train or any of the vehicles running away. The Driver and the Guard will be held equally responsible for seeing this duty performed. In the absence of the Guard, the person in charge of the shunting will be held responsible in his place.

Shunting into  
sidings.

308. In shunting vehicles into an open siding leading to a falling gradient, or into a siding with a dead end abutting a building, or into a siding the points of which are locked at the other end, they must never be detached from the engine until it has stopped after placing them in the required position. In shunting vehicles into any other siding or to the through line, they must not be detached from the engine until they are in the required position, unless there is a competent person attending to the brakes. At stations situated near a gradient falling from the station, vehicles uncoupled from the engine must not be left on the through line or

on sidings without being suitably spragged, unless they are inside a safety point or siding, or unless the brakes are safely pinned down to prevent the possibility of their running away. In shunting trucks into sidings situated on a gradient or into sidings, the points of which are locked at the other end, care must be taken that no more trucks are moved at one shunt, than the engine can push up without going at a violent or excessive speed.

Shunting by  
means of safety  
chains only pro-  
hibited.

309. Vehicles when being shunted, must be attached by means of the proper centre spring coupling, and in no instance must they be shunted when the safety chains are alone connected.

Double and fly  
Shunting.

310. "Double" shunting is forbidden, except when attended by an experienced Shunter; and "fly" shunting, except on emergencies and under an experienced Shunter. Detached vehicles must not be "kicked" by an engine against or towards a loaded passenger train.

Loose Shunting. 311. Loose shunting of vehicles containing passengers or live stock is strictly prohibited.



Portion of train  
left on line.

312. When a train has from any cause to be divided on the through line, and there is only one Guard with it, it is the duty of the Fireman to ride upon the last vehicle of the front portion, until it is placed in a siding, and it is the duty of the Guard after consulting the Driver and putting down his brakes, and carefully securing the second portion so that it will remain stationary, to go back and take the necessary steps for protecting it with signals in accordance with Rules No. 206 and 209. When two Guards are employed with the train, the Under-Guard must uncouple it, and ride upon the last vehicle of the front portion (in place of the Fireman as directed above), the Head Guard taking the necessary measures for protecting the second portion. The Guard must see that proper signals are left to show the Driver the position of the standing portion of the train, and the Driver must exercise care in returning not to touch the standing portion till he has recalled the Guard to couple up and attend to the brakes.

Trains parting  
on gradient.

313. When a train has become divided whilst descending a

gradient, the front portion, when the line is clear for it to proceed beyond the signals, must not be stopped so as to risk its being overtaken by the second portion, but when a train has become divided whilst running on a level, the first portion must be stopped as expeditiously as circumstances will permit (taking care not to be overtaken by the rear part of train), and then returned cautiously to recover the other portion, the Fireman acting as Guard by riding on the last vehicle.

Pinning down  
brakes.

314. In the event of a Driver's doubting his ability to control a train in the descent of a gradient, he must stop the train before attempting the descent, in order that the Guard may pin down as many brakes as the Driver considers necessary.

Train stopped  
between  
Stations.

315. Whenever a train is brought to a standstill between Stations or Sidings, the Driver must, before starting again, obtain a signal from the Guard in charge of the train.

Repairing and re-  
porting of defects  
by Drivers.

316. Any Driver who notices any defect in the road, works, or signals, or in the telegraph posts or wires,

must report it at the first station at which he stops. If the defect in the road, works, signals, or telegraph, is of such a nature as to lead him to apprehend danger or serious delay to his own or other trains, he must stop his train and endeavour to rectify the defect, or place a detonator or such other signals as are necessary to warn other trains. Every Driver must also at the end of his journey report to his Superintendent, or Foreman in charge, the state of his engine and tender, any irregular working of signals, or other unusual circumstance which may have taken place on the journey.

Platform.

317. In case a passenger train has stopped on the line, or short of, or past, a station, Engine-drivers must not move forward or back until they receive a signal from the Guards to do so, and as soon as the Guard has satisfied himself that all carriage doors are closed, and that no passengers are entering or leaving the train, he must instruct the Engine-driver to put back or draw up to the platform as may be required. The Engine-driver must sound his whistle before moving his train.

Trains proceeding  
in wrong direction.

318. If in case of accident it is found absolutely necessary to

run a train in the wrong direction, the Guard or Fireman must, before starting, go or send some other competent person in that direction to a distance of half a mile ; and that interval must be maintained and the proper signals exhibited until the train is again able to run in the right direction. When moving in the wrong direction, Engine-drivers must do so with the utmost caution, making frequent use of the whistle, and must not so proceed beyond the nearest Station.

Engines running  
tender first.

319. Engines must not travel tender first except from unavoidable necessity. In such cases the speed must not exceed fifteen miles an hour, unless the tender is carried on bogie frame and provided with cow-catcher.

Engines not to  
push Trains.

320. No engine must be allowed to *push* a train of carriages or trucks on the through line, unless within station limits ; but must in all cases *draw* it except in the case of ballast trains, or under special regulations when assisting up gradients or when required to start a train from a station. When an engine is disabled on the road, the

relieving engine may push the train slowly on to the next siding or cross-over road, at which place the pushing engine must take the lead.

**Engines running coupled.**

321. Whenever any portion of the road is unsafe for two engines to run over it coupled, the Resident Engineer must advise the Traffic Manager and the Locomotive Superintendent of the fact, and a competent man must be stationed by the Engineer's Department at the unsafe place to guard it with the necessary signals.

**Pilot Engines.**

322. Every Engineman, when piloting, must keep the steam always up, have the tender filled with coal and water and have the full complement of tools as stated in Rule No. 271 in working order, and a Head Lamp must be affixed on the front, and a Red Tail Lamp behind his engine, properly trimmed, and, after sunset, lighted. In no case must the Engineman in charge of a pilot engine leave the engine in charge of any other person.

**Banking Engines.**

323. When Banking Engines are used, they must in all cases assist in the rear when ascending inclines, and the train load

will be the sum of the load for each engine employed, subject to the maximum length, regulation. When a train is assisted by another engine in front, the first engine must start the train, and get the whole in motion, or at all events, get the drawbars and couplings stretched, before the Driver of the following engine puts on steam.

Assistant engines  
not to leave trains  
except where  
there are fixed  
signals.

324. When two engines are employed to draw a train, they must not be uncoupled, except at places where there are fixed signals and a man on duty, nor then until the engines have been brought to a stand.

Train drawn by  
two engines.

325. When two engines are employed in drawing the same train, the Engine Driver and Fireman of the leading engine are responsible for the observance of Signals; the Engine Driver of the second engine must watch for, and take his Signals from the Engine Driver of the leading engine; but the Engine Driver of the second engine is not relieved from the due observance of all signals regulating the safe working of the line.

Duty of each  
engine driver as  
to signals.

Caution  
starting.

Great caution must be used in starting a train drawn by two engines to prevent the breaking of the couplings.

Private engines. 326. No engines but those belonging to the Department must, under any circumstances be allowed to enter or run upon any portion of the Government lines, except by special permission of the General Manager.

Hose to be  
secured.

327. Drivers, after taking water from a tank or water column, must close the valve completely and leave the hose or water-crane clear of the line and secured.

Care in use of  
drag rope.

328. When it is necessary to use a drag rope, great care must be taken to stretch it gradually so as to avoid derailing vehicles or breaking the rope.

Clinkers and  
Cinders.

329. Drivers and Firemen are forbidden to throw from their engines clinkers or cinders at places where there is grass, bush, or other inflammable matter close to the line. Hot water, fire, or cinders must not be thrown out whilst passing through a tunnel.

Smoke.

330. Drivers must so arrange their fires as to avoid any unnecessary emission of smoke from their engines whilst standing at, or passing stations.

Hot axle-box.

331. In the event of an axle-box running hot, the Engineman's attention must be immediately called thereto.

How to apply  
brakes.

332. The person using a brake must not allow it to press so tightly on the wheels as to cause them to skid.

Cattle on line to  
be scared off.

333. When approaching cattle, ostriches, &c., straying on the line, a Driver must slacken speed and endeavour to frighten them off the line by opening the cattle blast, or whistle, or easing cocks, and when accidents cannot be avoided he must report full particulars on his daily return.

Daily returns.

334. Every Driver, before going out with a train, must procure from his Foreman's office a daily return, which the Driver must fill up with the time of his arrival at, and departure from, the stations, and any other remark he may have to make : such as whether he was assisted by another engine ; if so, how



far, and by what engine; also, whether he was late, or detained at any—and if so what—station, or stations, and what was the cause of such late arrival or detention. Drivers are required to give their most careful attention to these returns, and when they are filled up, they must leave them with their Foremen.

Drivers' and  
Firemen's spare  
time.

335. Drivers and Firemen who are not required for their full

time upon the line must, if so ordered, occupy the remaining time in the running shed, or shop, under the running shed or shop rules, at any work which the Foremen may give them to do.

Attention to  
engines in shed.

336. Enginemen must see to their engines being well washed

out as often as may be required by the Locomotive Superintendent; and when in the shed each Engineman will be held responsible for having the boiler filled with water ready for getting up steam; he will also be held responsible for having the glands or stuffing boxes properly packed and screwed up so as to prevent their blowing.

Punishment for  
neglect.

337. Enginemen improperly cottering up any brass or pedestal, and thereby causing the journals to become hot, or allowing any slide block or journal to cut or tear for want of oil or grease, shall pay for the damage done, and be fined or dismissed, according to the judgment of the Locomotive Superintendent.

Reduction of  
speed in obedi-  
ence to signals.

338. A green flag or green light exhibited by Platelayers, indicates that trains must reduce speed to eight miles an hour over the portion of the line protected by such signal.

Drivers not to  
leave their  
engines.

339. A driver on duty on an engine must not leave it unless it is absolutely necessary for him to do so, and under no circumstances, without a man being left in charge of it, unless the engine is in a siding, out of gear, and the tender brake is on.

Driver becoming  
disabled.

340. If a Driver be, by accident or any other circumstance, rendered incapable of doing his duty during the journey, the Fireman must take charge of the engine; and, after obtaining the assistance

of the Guard, he must proceed cautiously until he meets a Ganger or some other competent person, whom he will call upon to act as Fireman. The Guard shall then resume his place in the van, and the train will proceed to the next engine station, where the Fireman who has acted as Driver must report the circumstances to the Foreman.

Driver to have a watch.

341. Every Driver shall provide himself with a good watch, have it with him always when on duty, and see before starting on his journey that it indicates the correct time.

Care of Lamps.

342. When the running of trains renders it necessary, the signal lamps must be lighted at sunset, and during the interval between sunset and darkness, the day as well as the night signals must be used.

The greatest care must be exercised in cleaning, trimming, and lighting Signal Lamps, and Station Masters and others in charge of lamps will be held responsible for this work being efficiently performed.

**Lighting of  
Lamps.**

343. All concerned are responsible for seeing that the lamps under their respective control are burning brightly when in use, and the Station Master or officer in charge must see that the Engine and Guard's van lights are burning before a train leaves his Station between sunset and sunrise.

**Distance between  
Trains.**

344. Unless expressly provided otherwise, a distance of at least half a mile must be preserved between all trains when running in the same direction between stations. Platelayers observing a train approaching another within the forbidden distance, must give the driver a "caution" signal; and drivers who are aware of a preceding train running within half a mile must reduce their speed, if necessary, and be particularly careful, especially in passing those parts of the line where they cannot see half a mile ahead.

**Intervals be-  
tween trains in  
foggy weather, &c.**

345. During foggy weather, or snowstorms, no train must follow another within 15 minutes, and not even then until the Driver has been properly warned of the departure of the preceding train, and told where it will next stop.

## Clearance Boards.

346. Clearance boards or pegs are provided at all Sidings, to indicate the point beyond which engines or vehicles cannot stand without fouling the other line.

Trains crossing  
on single line  
loops.

347. A train brought in, or standing on the through line, or a loop, for the purpose of crossing another train, must not foul the points at either end.

Fouling the  
through line.

348. No engine or vehicle is allowed to foul the through line, or to move about a Station Yard without the sanction of the Station Master or other Traffic Officer in charge of the Points.

Reporting  
Accidents.

349. When a train meets on any part of the line with an accident or obstruction of a nature to call for assistance which is not procurable near at hand, the Driver and the Guard (or in his absence, the Fireman) must at once protect their train by placing danger signals and detonators 800 yards in each direction. The Guard (or in his absence, the Driver) must then despatch a special messenger by the most expeditious means to the nearest Station, and, if practicable, to the Station on

each side of the scene of the accident, or obstruction, with a written statement of the nature and extent of the mishap and of the kind of assistance required: the Guard himself, or in his absence the Fireman, must act as messenger if no other is available. The Station Master who receives the message must communicate it to the Drivers and Guards of trains arriving at his Station and telegraph it to the General Manager, the Traffic, Engineer and Locomotive Departments, and to the Permanent Way and Locomotive Inspectors, to Stations where the Breakdown Vans for the District are kept, and to those Stations where the starting of other trains is liable to be affected by the delay caused by the obstruction.

If when the accident is caused by any defect of the Engine, and the Driver is of opinion that the assistance of another Engine is required: he must not, after sending for it, attempt to proceed until it arrives, even if the defects of his engine have been made good, unless he is *positively* assured, in writing, that the line is clear for him to do so. If the disabled train is standing at a siding the Guards

of the following trains who find it necessary to pass the disabled train, must leave a memorandum with every Station Master in advance, stating the number of their train, and giving all information in their power as to the time when the disabled train may be expected to resume its journey.

Floods, Occupation of Line by Maintenance Department.

350. When the line has been broken by floods, the Maintenance Department must have possession of the Section between the two nearest stations until it is made passable and handed over to the Traffic Department; and no train or engine must be allowed on the blocked portion of the line, without the consent of the District Engineer or his representative.

Precedence of trains.

351. As a general rule a passenger train must take precedence of a Goods train, and the latter must not be started from any Station within 10 minutes or be shunted upon the through line within 5 minutes of the time of a following passenger train being due. If, however, it comes to the knowledge of the Station Master, by means of the telegraph, or other reliable source, that the

passenger train which is due, may not be expected for some time, he will be justified in despatching the Goods train. He must warn the Drivers and Guards of both trains of the facts.

A Goods train must not be started from intermediate Stations, unless there is ample time for it to reach the next Shunting Station or Siding in time to avoid delay to a passenger train.

Shunting of  
trains for  
following trains  
to pass.

352. In the event of a Goods train arriving at a Station within ten minutes of the time of a passenger train being due, the Station Master must see that the Goods train is shunted clear of the through line until after such passenger train shall have passed: but if there be no siding at the Station sufficiently long to hold the goods train, he must allow it to pass, giving instructions for it to be taken off the through line at the first siding capable of holding it, and it must remain there five minutes after the passing of the passenger train. In the event of any train being irregular from accident or otherwise, the Station Master must communi-



cate the circumstances to the Engineman of the following train, giving such cautions as the cause of the irregularity may require.

Signal not  
shown, or  
imperfectly  
shown.

353. The absence of a Signal at a place where a Signal is ordinarily shown, or a Signal imperfectly exhibited, must be considered a Danger Signal, and treated accordingly, and the fact reported to the Signaller or Station Master.

Injury to Live  
Stock

354. Every precaution must be taken both by day and by night, to prevent injury to live stock trespassing on the Railway. When a Driver sees live stock on, or close to the Railway, where the line is unfenced, he must slacken the speed of his train, and be prepared to stop, if necessary, to avoid running over them. In cases where contact cannot be avoided, the train must be stopped as quickly as possible and the line cleared of the obstruction.

Information as to live stock killed or injured must be given to the nearest Station Master, and to the owner, where known, by the employé who becomes aware of the casualty.

Should the owner decline to take possession, be unknown, or live at such a distance that he cannot be communicated with in a reasonable time, injuries should be attended to as far as practicable, and animals killed should be skinned (or if ostriches plucked), and skins, horns (if any), and hoofs, or in the case of ostriches, the feathers, be despatched with the carcasses (if they are of any value) to the nearest Station Master, who will dispose of the whole to the best advantage.

All cases of accident to live stock, with particulars of the delay to trains caused thereby, must be reported to the Locomotive Superintendent.

**Fire in trains.** 355. Should any vehicle in a train be on fire, the train must be stopped, and the Guard must protect it in compliance with Rule 206. The Under Guard (the Fireman if there is no under Guard) must detach the vehicles in the rear of those on fire which must then be drawn forward to a distance of at least fifty yards, and then uncoupled and left until the fire has been extinguished.

If there should be a Water Tank or Column near, it may be found better to run to that place.

Every effort must be made to accomplish this as speedily as circumstances will admit of doing

Trains booked to call at Stations to take up passengers.

356. In the case of a passenger train booked to call at a Station when required to take up passengers, the train must be stopped by the necessary Station Signals being exhibited against it.

Goods trains to stop when timed

357. Goods trains must stop at the places specified in the Working Time Book. In the case of a train timed to stop at a Station or siding "when required," the Driver must do so, unless he receives a hand signal to proceed without stopping.

If there are wagons or goods to leave, the Driver will have instructions from the Guard to stop.

Goods Traffic on Siding.

358. Whenever a train is going to leave or take up vehicles at a siding where there is no one on duty, the Driver and Guard must, when passing the Telegraph Station nearest to such siding, leave word that they are going to do so, and the Station Master of that Station must give the

necessary information to the Driver and Guard of the next following train in the same direction, as well as telegraph particulars immediately to the next station in advance, so that similar information may be given to Drivers and Guards running from that Station.

Defective  
Carriages.

359. When a complaint is made of the running of any carriage, the Guard must at once call the attention of the Driver thereto, report it to the first Station Master or Carriage Examiner, and enter the particulars on his journal, giving the number and class of the carriage. If, however, the Guard has reason to apprehend danger from a carriage before it can be inspected, he must have it detached from the train at the first opportunity.

Examination of  
vehicles.

360. At a Station where a Carriage Examiner is not kept, the Station Master must examine, and, if necessary, call the attention of the Driver of a train to any defect in vehicles, who will supply oil or grease to the axle boxes if they require it, and generally remedy any defects calculated to interfere with the safe running of the vehicles.

## TABLE.

*Showing the Speed of an Engine, when the Time of Performing a Quarter, Half, or One Mile is given.*

Speed per Hour.	Time of Performing Quarter of a Mile,		Time of Performing Half a Mile,		Time of Performing One Mile.	
	M.	S.	M.	S.	M.	S.
5	3	0	6	0	12	0
6	2	30	5	0	10	0
7	2	8	4	17	8	34
8	1	52	3	45	7	30
9	1	40	3	20	6	40
10	1	30	3	0	6	0
11	1	21	2	43	5	27
12	1	15	2	30	5	0
13	1	9	2	18	4	37
14	1	4	2	8	4	17
15	1	0	2	0	4	0
16	0	56	1	52	3	45
17	0	52	1	46	3	31
18	0	50	1	40	3	20
19	0	47	1	34	3	9
20	0	45	1	30	3	0
21	0	42	1	25	2	51
22	0	40	1	21	2	43

## TABLE (continued)

*Showing the Speed of an Engine, when the Time of Performing a Quarter, Half, or One Mile is given.*

Speed per Hour.	Time of Performing Quarter of a Mile.		Time of Performing Half a Mile,		Time of Performing One Mile.	
	M.	S.	M.	S.	M.	S.
23	0	39	1	18	2	36
24	0	37	1	15	2	30
25	0	36	1	12	2	24
26	0	34	1	9	2	18
27	0	33	1	6	2	13
28	0	32	1	4	2	8
29	0	31	1	2	2	4
30	0	30	1	0	2	0
31	0	29	0	58	1	56
32	0	28	0	56	1	52
33	0	27	0	54	1	49
34	0	26	0	53	1	46
35 }	0	25	{ 0	51	1	43
36 }			{ 0	50	1	40
37	0	24	0	48	1	37
38 }	0	23	{ 0	47	1	34
39 }			{ 0	46	1	32
40	0	22	0	45	1	30

# INSPECTORS, GANGERS, PLATE- LAYERS, & OTHER EMPLOYÉS ON THE PERMANENT WAY, AND ON WORKS AFFECTING THE RUNNING LINES.

Signal  
Instructions.

361. For instructions relative to Signals and Signalling see Rules 44 to 94a.

Gangers.

362. In each Gang of Plate-layers there shall be a Foreman or Ganger; and the Permanent Way Inspector must take care that each Ganger on his length is provided (in addition to a copy of the Book of Rules and of the Current Working Time Book and any special Ballast or other notice affecting the length)—with the proper day and night signals, four Red Banner Signals as described in Rule No. 368, and a case of detonators. Every Ganger must provide himself with a good watch, and have it with him, keeping the correct time when on duty. He will be held responsible for always having his

signals in proper order and ready for use, and for supplying his men with the tools necessary for their work. He must read and explain to the men under him, and see that they attend carefully to the rules laid down for their guidance.

Permanent Way  
Inspector's  
responsibility.

363. Every Permanent Way Inspector will be held responsible for the safe custody of all spare permanent way material on his length, and must see that it is properly stacked clear of the line.

Inspectors to  
have register of  
names and ad-  
dresses of men.

364. Each Inspector must have a register of the names and places of residence of all the men employed in his district, so that, in case of accident, he may be enabled to summon them immediately to assist in any way that may be required. Should any obstruction or other sudden emergency take place, he must immediately collect the number of men required.

Must summon  
men in emer-  
gency.

Gangers' respon-  
sibilities.

365. Every Ganger must keep the fences (where such exist) on his length in good repair. He must immediately impound



animals straying within them. On unfenced portions of the line he must drive off animals trespassing upon it, and report particulars to his Inspector.

He must close and fasten all gates found open, and report the circumstances to his Inspector, so that the matter may be taken up with the persons at fault.

**Injury to Live  
Stock.**

366. Every precaution must be taken, both by day and by night, to prevent injury to Live Stock trespassing on the Railway. When a Driver sees live stock on or close to the Railway, where the line is unfenced, he must slacken the speed of his train and be prepared to stop, if necessary, to avoid running over them. In cases where contact cannot be avoided, the train must be stopped as quickly as possible, and the line cleared of obstruction.

Information as to live stock killed or injured must be given to the nearest Station Master, and to the owner, where known, by the employé who becomes aware of the casualty.

Should the owner decline to take possession, be unknown, or live at such a distance that he

cannot be communicated with in a reasonable time, injuries should be attended to as far as practicable, and animals killed, should be skinned, (or if ostriches, plucked), and skins, horns (if any), and hoofs, or in the case of Ostriches, the feathers, be despatched with the carcasses (if they are of any value) to the nearest Station Master, who will dispose of the whole to the best advantage.

All cases of accident to live stock, with particulars of the delay to trains caused thereby, must be reported to the District Engineer.

Inspection of  
Buildings, &c.

367. All Stations, and the buildings, switches, crossings, turntables, warehouse and water cranes, weighing machines, are to be kept in repair by the Engineer's Department. They must be inspected by that Department when practicable, at intervals of not more than a month, excepting switches, crossings, and signals, which must be inspected daily.

Any defects that may occur at any time must be immediately reported to the District Engineer.

Platelayers'  
Signals.

368. The Signals to be used by the men engaged in repairing the permanent way are flags, banners (on poles), handlamps, and detonators.

The flags and banners must be used during the day; the lamps after sunset, in foggy weather, and in tunnels; the detonators at all times when necessary.

The red flag, banner, red light, and detonator indicate "danger," and must be used only when it is necessary that a train should be stopped. The green flag or green light indicates "caution" and must be used when it is necessary to slacken the speed of a train.

Working of signals when Platelayers are at work.

369. Before the commencement of any work causing an obstruction of the line or interfering in any way with the safe passage of a train between the Distant Signals of any Station, Junction, Siding, or any intermediate Signaling place, the permission for the use of the Fixed Signals must be obtained from the person in charge of them by the Permanent Way Inspector or Ganger, and the work must not be commenced until the Signals have been

placed at "Danger." The Signals must remain in that position until the person in charge of them has been informed by the Inspector or Ganger that the line is again clear and safe for the passage of trains.

The Inspector or Ganger must, in addition, protect the operations by sending out a Flagman, as ordered by Rules 379 and 380.

When a Flagman, in going back to stop a train, arrives at any Signal Station or Junction, he must request the person in charge of Signals there to keep them at "Danger" to protect the line which is obstructed. He must then remain at the Signals instead of going further back, put down Detonators and use his hand Signals, and the person in charge of the Signals must not take them off until the Flagman, Inspector, or Ganger in charge of the work has informed him that the obstruction and the detonators have been removed, and that the line is clear.

**Station Signals.** 370. Except in cases of great emergency, the platelayers are not to avail themselves of the Station Signals only, but must use their own Special Signals for their own purposes.

Obstructing the  
Line in foggy  
weather or at  
night.

371. No work interfering with the line or causing any obstructions thereon is permitted during thick or foggy weather or at night, excepting in cases of emergency. When work of this description is unavoidable, the special precautions laid down in Rule 69C, must be observed.

Distance  
between  
trains.

372. Unless expressly provided otherwise, a distance of at least half a mile must be preserved between all trains when running in the same direction between stations. Platelayers observing a train approaching another within the forbidden distance, must give the Driver a "caution" signal; and Drivers who are aware of a preceding train running within half a mile, must reduce their speed, if necessary, and be particularly careful, especially in passing those parts of the line where they cannot see half a mile ahead.

Interval between  
trains in foggy  
weather, &c.

373. During foggy weather, or snowstorms, no train must follow another within 15 minutes, and not even then until the Driver has been properly warned of the departure of the preceding train.

Repairs to  
Points.

374. Before commencing any repairs to points, the execution of which will interfere with their usual working, the Permanent Way Inspector or Ganger must acquaint the Station Master or Signaller in charge of them, with the nature of the work, and agree with him when it is to be done. After the work been commenced, the person in charge of the points must not allow any trains to pass them without having first communicated with the Permanent Way Inspector or Ganger, and ascertained from him that they are in a fit state for the train to pass over, in the direction in which it is required to run. The Permanent Way Inspector or Ganger must give to the person in charge of the points immediate notice of the completion of the repairs.

Approaching  
trains.

375. On the approach of a train, the platelayers must stand clear of the line on which they are at work soon enough to enable the Engine-driver to see that the rails are clear; and the Ganger or man in charge must give the proper signal to the Engine-driver.

Working in  
tunnels.

376. Platelayers working in a tunnel must, upon the approach of a train, if unable to reach a recess in the wall, lie down between the line and the side of the tunnel until the train has passed. The width of some tunnels not being uniform throughout their length, it is necessary that every man make himself thoroughly acquainted with those portions of them which are sufficiently wide to afford him protection in case of need.

Use of Trolley.

377. A Trolley must not be placed upon the line without the knowledge of the Ganger, who is responsible for seeing it properly used and protected. When a trolley is on the line at a place where an approaching train (in either direction) would not be visible for a distance of at least half a mile, it must be protected by a competent person exhibiting a danger signal at a distance of not less than half a mile on each side. Gangers must not run their trolleys on another Ganger's length. without express permission from the Inspector.

Trolleys must not be attached to trains.

Running trolleys  
at night.

377A. At night, or in fog, or during falling snow, no trolley must be run, excepting in cases of great emergency, and in such cases the trolley must be protected in the rear on a double line, and in both directions on a single line, at a distance of not less than half a mile, and where the gradient or curves require it, a mile, by a man with a red lamp and detonators. In tunnels lighted lamps, instead of flags, must always be used for such signals.

Trolleys not in  
use.

378. When trolleys are not in use, they must be taken off the rails and placed well clear of the line, and the wheels must be secured with chain and padlock.

Laying and  
changing rails.

379. Before a rail is removed or any work commenced causing an obstruction to the line, one of the Red Banner Signals, described in Rule 368, must be exhibited, and detonators placed on the line, ten yards apart, at a point at least half a mile from the place of obstruction (where the gradient requires it the banner and detonators must be placed a mile from the obstruction); and in the



case of a single line this must be done in both directions.

In all cases, before taking out a rail, the Ganger must have at the spot a perfect rail of the proper length to replace it.

Signals when  
repairing line.

380. When lifting, packing, or any other work is being performed which renders it necessary for a train to proceed cautiously, the Ganger must protect it by a Flagman (on either side in the case of a single line) placed at least half a mile from the scene of such work, or as much further as the circumstances or gradient may demand. The Flagman must apply detonators and exhibit the danger signal until the train has reduced speed sufficiently to enable him to inform the Driver of the nature and position of the obstruction.

Look-out to be  
kept when  
necessary.

Where, owing to a curve, bridge, or obstruction of any kind, the approach of a train cannot be observed or heard in time for the men to get out of the way, a Flagman or other competent person must be appointed by the Ganger to give the necessary warning.

Men to desist  
from work  
during fog or  
falling snow.

The men must also desist from work in cases of fog or falling snow, when the Foreman, Ganger, or Leading Man considers that they would not have sufficient warning of the approach of a train, provided such discontinuance of work does not endanger the safety of the trains.

Drivers to  
whistle on  
entering and  
passing through  
Tunnels.

381. The Engine-drivers have instructions that the whistle must be sounded on entering a Tunnel to warn all men who are working inside.

Drivers not to  
throw out hot  
water, &c., in  
Tunnel

382. Engine-drivers are also instructed that they must not throw out hot water, fire, or cinders whilst passing through a Tunnel.

Breach of Rule  
to be reported.

Any omission to comply with this Rule must be reported by the Foreman, Ganger, or Leading Man to his Inspector.

Line to be clear  
ten minutes be-  
fore train is due.

383. No Ballast train, wagon, trolley, or other obstruction must

be allowed to be on any part of the Line within ten minutes of a train being due ; and, excepting in cases of accident or absolute necessity, all repairs must be effected, and the Line made clear and safe for the passage of trains not less than ten minutes before a train is due.

Accidents.  
Platelayers to  
advise.

384. In all cases of Accident or emergency, the Ganger on whose length it occurs, must use all despatch in informing the adjoining gangs and through them the nearest Station Masters, and all platelayers must hasten to render every assistance in their power.

Ganger's In-  
spection of the  
line.

385. Every Ganger must walk over his length of line every morning and evening on week days (unless the District Engineer considers once each day sufficient, and has given him written instructions to that effect), and when passenger trains are run, once on Sundays, examining as carefully as time will admit the lines, bridges, and other work, and should he find anything wrong he must take immediate and effectual steps for

the protection of trains and for effecting the necessary repairs. He must examine all switches and crossings, and see that they are in good working order and report all irregularities to his Inspector and to the Station Master. He must temporarily repair broken signal wires and call his Inspector's attention thereto, and he must remove any obstruction to the proper working of the signal wires or signals.

Proper Scotches  
to be provided.

386. The Ganger must take care to maintain proper Scotches on all Sidings requiring them.

Ganger's reports  
on Telegraph  
plant.

387. Any Ganger who notices that a Telegraph pole appears to be in an unsafe state or that any of the wires are broken, slack, or touching one another, or any building, must report the fact to his Inspector. He should separate the wires and take such other temporary steps as will prevent damage or interruption. He must also see that all grass, boughs of trees and rubbish are removed from contact with the telegraph and signal wires.

Lifting Per-  
manent Way.

388. When the line requires lifting, both rails must be lifted together so as to preserve the cross level, in no case are more than three inches to be raised at one lift, and in all such lifting sufficient time must be allowed to secure the sleepers by packing before the next train is due. No part of the through line or sidings must be allowed to remain more than half an inch from the true gauge.

Height of  
Ballast.

389. No sleepers, rails, tools, or materials must be permitted to lie within three feet of the rails, at the time of the passing of trains, and the ballast must not be higher than the rail level.

New Sidings.

390. No sidings, or connection with the Through Line with points, must be laid down without the sanction of the Resident Engineer.

Wagons in  
Sidings to be  
properly  
secured.

391. Wagons or other vehicles, employed in the Permanent Way Department, must not be left in any Siding without the wheels, nearest to the

entrance into the Through Line, being properly scotched and secured.

Blasting.

392. Blasting operations must not be carried on without the authority of the District Engineer, and under special instructions issued by him to the Traffic and Locomotive Departments.

Floods.

393. Every Ganger is required in the event of Storms or Floods to examine carefully the action of the water through the Culverts and Bridges on his length of line; and should he see any cause to apprehend danger to the works, he must exhibit the proper signals for the protection of trains. He must communicate immediately with his Inspector, and take every precaution for securing the stability of the line.

Floods. Occupa-  
tion of Line by  
Maintenance  
Department.

394. When the line has been broken by floods, the Maintenance Department must have possession of the section between the two nearest stations until it is made passable and handed over to the Traffic Department; and

no train or engine must be allowed on the blocked portion of the line without the consent of the District Engineer or his representative.

**Fires.**

395. Care should be taken to prevent, as much as practicable, Grass and other Fires, and Gangers must keep the sides of the line free from long dry grass or other combustible matter.

In the event of a fire occurring upon the line, immediate steps must be taken to extinguish it; and if it be on land adjacent to the line, prompt measures must be adopted for preventing it from spreading to railway or other property.

**Burning of Grass,  
&c.**

396. When a Ganger is about to burn Grass or Rubbish notice must be served on the owner or occupier of the adjoining land, provided the owner's or occupier's residence is within two miles of the Railway.

The Ganger who serves such notice must attend at the time and place mentioned, and a separate notice must be given on each occasion

as to the time when the renewal of the work of burning off is to be commenced. Such work is not to be commenced after two o'clock, p.m., on any day.

Cleaning of  
Points and  
Signals.

397. Gangers must oil and keep clean the working parts of Points and Signals, unless the duty is otherwise specially provided for.

Defects to be  
immediately  
repaired.

398. Foremen or Gangers must see that all broken chairs, rails, sleepers, or other defective materials are removed from the road with the least possible delay, and that sound materials are substituted.

Articles found on  
the Line.

399. All Coupling chains, links, hooks, pins, iron, or other materials pertaining to rolling stock, which are found on the line, must be conveyed to the nearest Station weekly. All Luggage, Goods, or articles found on the line must immediately be taken to the nearest Station, and a report made by the finder containing the best information that he has been able to obtain respecting the train from which they have fallen.



Every ganger is held responsible for the observance of this rule. Any man delaying beyond the shortest necessary time to attend to this order will subject himself to instant dismissal, and any concealment or abstraction will be treated as a felonious act.

New and old  
Materials.

400. New Permanent Way Material is to be kept at Gangers' Cottages, or at Stations, and is to be taken away only as required. Material taken out of the line, or found lying about, is to be taken to the nearest Station, or Platelayer's Cottage, and stacked without delay.

Security of Tools.

401. Every Ganger must see that no tools or implements in his charge are left lying about on the line. When they are not in use he must keep them locked up in a building or in boxes, for the security of which he is responsible.

Workmen not to  
travel with  
Passengers.

402. Platelayers and other workmen holding third class passes, must ride in a third class carriage, and, whenever possible, in a compartment by themselves

separate from passengers. When a large number of workmen travel by the same train, carriages will be provided for their use, and they must ride in these carriages only.

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## REGULATIONS for BALLASTING.

Traffic Manager  
to be informed  
of Ballasting  
arrangements.

403. Before any ballasting or relaying of the line is commenced, three days' notice of the same, giving time of commencement and full particulars, must be sent to the Traffic Manager by the Engineer to permit of the special notices being issued by the Traffic Manager.

Guard of  
ballast train.

404. All ballast or material trains must be provided with a guard appointed by the Traffic Manager. The general working of the train will be under the direction of the Permanent Way Inspector, who must travel with it, but the Guard will be held responsible for keeping it clear of all other trains, and will be subject to the Rules

laid down for the guidance of Guards, Brakemen, Shunters, &c.

Equipment of  
ballast train  
Guard.

405. The Guard of a ballast (or like) train must have with him besides his Book of Rules, Working Time Book, Ballast Train and other Notice, the following articles :—

A watch.

Two red flags.

Two red banners on poles.

Two green flags.

One dozen scotches.

Two hand lamps, each shewing red, green and white lights.

Two red tail lamps.

One green tail lamp.

One case of detonators.

One drag rope for shunting.

Six spare links and pins.

Three spraggs fitted with chains and locks.

One two-gallon can of axle oil or grease.

One two-gallon can of lamp oil.

Lamps, Watch,  
&c.

406. He must take care that the Lamps are trimmed, and

the signals and other articles in good order, and fit for use, and his watch regulated to the railway time.

Further duties  
of Guard.

407. He must see that all the wagons are properly coupled, the axle-boxes supplied with oil, and the train in all respects fit to run on the through line.

Persons in  
charge of Ballast  
trains to obey  
orders of Station  
Masters,  
Inspectors, and  
Signalmen.

408. All persons in charge of Ballast trains must obey the orders of the Station Masters, Inspectors, and Signalmen, so far as relates to the time of their running on the Line, and no Ballast Engine-driver must leave a Siding without the permission of the person in charge of the Signals.

Guard to give  
Signals.

409. He is on all occasions to give the Engine-driver the signals to start the train, having previously satisfied himself that all is right.

Speed of ballast  
trains.

410. The speed of the ballast trains must not exceed the speed laid down for an ordinary goods train

when drawn, nor ten miles per hour when propelled by an engine.

Ballast Train  
not to run in  
Foggy Weather  
or at night.

411. No ballast train must run in foggy weather or at night, except in cases of emergency and by the express permission of the Engineer.

Protection of  
train when  
standing.

412. When a ballast train is standing on the line, the Guard must send a platelayer or other workman in each direction to a distance of 800 yards, with danger and detonating signals, who is to exhibit the danger signal as conspicuously as possible, until the ballast train has been gone at least five minutes, after which he will exhibit the caution signal for at least ten minutes.

Ballast train  
unable to  
proceed.

413. When a Ballast train comes to a stand on the line, or is only enabled to proceed at a very slow pace, the Guard must go back, taking a detonating signal to the nearest platelayer or station, if not too distant, but if too far, he must remain not less than 800 yards in the rear of the train,

showing his danger signal until recalled, when he must leave a detonating signal on the rail and rejoin his train.

Detonating  
Signals.

414. In thick or foggy weather, and at night, detonating signals are to be used in addition to the ordinary signals.

Last trip of  
Ballast Trains.

415. (*Amended 1st August, 1893.*) Ballast Trains must, when making the last trip, carry a green flag by day, or a green light by night, in addition to the ordinary tail signals, behind the van or last vehicle of the train, to indicate that it is running its last trip that day or night.

When ballast  
trains must clear  
off through line.

416. Ballast trains must be moved clear of the through line at least fifteen minutes before any passenger or goods train is due.

Position of van  
in the train.

417. The Guard and Driver must always see that the brake-van is at the end of the train ; the Guard must always ride in this brake-van and be prepared

to apply his brake at once should any of the trucks become separated.

Only one ballast  
train on a  
section.

418. One ballast train only can be allowed on any section of the line, except in cases of emergency, when special arrangements shall have been made by the Traffic Department at the instance of the Maintenance Department.

Guard to  
examine  
couplings, &c.

419. At every stoppage of the ballast train the Guard must examine and adjust the couplings of the wagons, and see that the axles are cool, and that the axle-boxes contain a sufficient supply of oil.

Obstruction of  
traffic trains to  
be reported.

420. The Guard is immediately to report to the nearest Station Master when it has been necessary to stop or reduce the speed of passenger or goods trains.

Ballast trucks  
in sidings.

421. When the ballast trucks are left on a siding, the Guard must, in addition to the stop-block at the

siding, use the necessary spragg and lock it to the wheels, so as to prevent the trucks being moved on to the through line.

Duties of ballast  
Enginemen.

422. Ballast Enginemen are to take particular care always to have a proper supply of fuel and water in the tenders, so as to prevent the possibility of any detention on the line from a deficiency; and they are also to take care to attach only such number of trucks as can be drawn with certainty, and on no account to leave their engine while it is standing on the main line.

Ballast not to be  
left so as to  
cause obstruction.

423. After a ballast train has discharged its load, the Inspector, Ganger, or other Maintenance Officer in charge, will see before leaving that no ballast, either between the Rails or alongside, is in such a position as may cause obstruction to a following train.



## BYE-LAWS & REGULATIONS.

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APPROVED BY HIS EXCELLENCY  
THE GOVERNOR, IN COUNCIL.

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1. No passenger will be allowed to enter any carriage used on the railways, or to travel therein upon the railways, unless furnished by the Railway Department with a ticket specifying the class of carriage, and the stations for conveyance between which such ticket is issued. Every passenger shall show and deliver up his ticket (whether a contract or season ticket or otherwise) to any duly authorized railway servant whenever required to do so for any purpose. Any passenger travelling without a ticket, or failing or refusing to show or deliver up his ticket as aforesaid, shall be required to pay the fare from the station whence the train originally started to the end of his journey, and in default of payment thereof is hereby subjected to a penalty not exceeding Forty Shillings.

2. Any passenger using or attempting to use a ticket on any date for which such ticket is not available, or using a ticket which had already been used on a previous journey, is hereby subjected to a penalty not exceeding Forty Shillings.

3. Any passenger using or attempting to use a ticket for any other station than that for which it is available, will be required to pay the difference between the sum actually paid and the fare between the stations from and to which the passenger has travelled, and in default of such payment, is hereby subjected to a penalty not exceeding Forty Shillings.

4. Any passenger wilfully altering or defacing his ticket so as to render the date, number, or any material portion thereof illegible, is hereby subjected to a penalty not exceeding Forty Shillings.

5. A return ticket is granted solely for the purpose of enabling the person for whom the same is issued to travel therewith to and from the stations marked thereon and is not transferable. Any person who sells or attempts to sell, or parts or attempts to part with, the possession of the return half of any return

ticket in order to enable any other person to travel therewith, is hereby subjected to a penalty not exceeding Forty Shillings, and any person purchasing such half of a return ticket, or travelling or attempting to travel therewith, shall be liable to pay the fare which he would have been liable to pay for the single journey, and shall, in addition thereto, be subjected to a penalty not exceeding Forty Shillings.

6. At the intermediate stations the fares will only be accepted and the tickets furnished conditionally ; that is to say, in case there shall be room in the train in that class of carriage for which tickets shall have been furnished. In case there shall not be room for all the passengers to whom tickets have been issued, then in so far as it may be found to be reasonably practicable, those to whom tickets have been furnished for the longer distance shall have the preference, and those to whom tickets have been furnished for the same distance shall have priority according to the order in which tickets have been furnished, as denoted by the consecutive numbers stamped thereon.

The Department will not, however, hold itself responsible for such order of preference

or priority being adhered to, but the fare or difference of fare, if the passenger travels by an ordinary train in a class of carriage inferior to that for which he has a ticket, shall be immediately returned, on application, to any passenger for whom there is not room as aforesaid, if the application be made before the departure of the train.

7. Any person knowingly travelling, without special permission of some duly authorised servant, in a carriage or by a train of a superior class to that for which he had obtained a ticket, is hereby subjected to a penalty not exceeding Forty Shillings, and shall in addition be liable to pay the fare according to the class of carriage in which he is travelling from the station whence the train originally started, unless he proves that he had no intention to defraud.

8. Smoking (except in a carriage or compartment expressly provided for that purpose) and gaming or games of chance are strictly prohibited both in the carriages and on the railway premises. Every person infringing either of these regulations will be subjected to a penalty not exceeding Forty Shillings, and every person persisting in so doing after being

warned to desist by the guard in charge of the train, or any railway officer, shall, in addition to incurring a penalty not exceeding Forty Shillings, be immediately, or, if travelling, at the first opportunity, removed from the railway premises.

9. Any person found in a carriage or elsewhere upon the railway premises in a state of intoxication, using obscene or abusive language, or writing obscene or offensive words on any portion of the station or carriages, or committing any nuisance, or otherwise wilfully interfering with the comfort of other passengers, is hereby subjected to a penalty not exceeding Forty Shillings, and shall immediately, or, if travelling, at the first opportunity, be removed from the railway premises.

10. Any person wilfully damaging or injuring the stations or other property of the Government, or cutting the linings, removing or defacing the number plates, breaking or scratching the windows, or otherwise wilfully damaging or injuring any carriage or any station or other property used on the railway is hereby subjected to a penalty not exceeding Ten Pounds, in addition to the amount of any damage for which he may be liable.

11. No passenger shall be permitted to ride on the roof, steps or platform or footboard or buffer of any carriage, or on the engine, or the Guard's van, or on any portion of any carriage not intended for the conveyance of passengers, and any person persisting in doing so after being warned to desist by the Guard in charge of the train, or by any railway officer, is hereby subjected to a penalty not exceeding Forty Shillings, and is liable to be summarily removed from any railway vehicle in which he may be riding and from the railway premises.

12. Any passenger entering or leaving, or attempting to enter or leave, any of the carriages while the train is in motion, or elsewhere than at the side of the carriage adjoining the platform, or other place appointed by the Department for passengers to enter or leave the carriages, is hereby subjected to a penalty not exceeding Forty Shillings.

13. Any person persisting in entering a carriage or compartment of a carriage containing the full number of persons which it is constructed to convey, when any such persons object to his so entering the carriage or compartment, is hereby subjected to a penalty not exceeding Forty Shillings.

14. Dogs and other animals will not be suffered to accompany passengers in the carriages, but will be conveyed separately, and charged for; and any person taking a dog or other animal with him into any passenger carriage is hereby subjected to a penalty not exceeding Forty Shillings.

15. Loaded firearms, except with express permission of some officer of the Railway Department, are on no account to be taken into or placed upon any carriage, wagon, truck or other vehicle, forming or intended to form a train or any portion of a train on the railways, or be brought to the station or into the premises of the Department, and every person so offending is hereby subjected to a penalty not exceeding Five Pounds.

16. Every driver or conductor of an omnibus, cab, carriage, cart or other vehicle, shall, while in or upon any station, yard, on other premises of the Railway Department, obey the reasonable directions of the railway officers and servants duly authorized in that behalf; and every person offending against this regulation is hereby subjected to a penalty not exceeding Forty Shillings.

17. Any person wilfully trespassing upon the railways, or upon any of the stations, or other works connected therewith, or found in any carriage or truck, without permission of the Railway Department, is hereby subjected to a penalty not exceeding Forty Shillings.

18. Any person passing through any gate erected at either side of the railway, for the accommodation of the owners or occupiers of any adjoining lands, and omitting to shut and fasten such gate as soon as the said person, together with any vehicle or animals in his or her care, shall have passed through the same, shall be subjected to a penalty not exceeding Forty Shillings for each such offence.

19. The Department may refuse to carry any person who has any infectious disorder. If any person who has any such disorder is found upon the railway premises or attempts to travel on the railway without the special permission, first obtained, of the railway authorities, he shall be liable to a penalty not exceeding Forty Shillings, in addition to the forfeiture of any fare which he may have paid, and may be removed at the first opportunity from the railway premises. Any person who



has charge of any person suffering from an infectious disorder while upon the railway premises, or travelling or attempting to travel on the railway, or who aids or assists any person suffering from such disorders in being upon the railway premises, or travelling or attempting to travel on the railway, shall be liable to a penalty not exceeding Forty Shillings, unless the person suffering from such disorder be travelling with the special permission, first obtained, of the railway authorities, as hereinbefore provided.

20. Any person finding any article or articles in any railway carriage, or upon the railway premises, must hand over the same to an officer of the Department before leaving the railway premises, failing which, such person shall be subjected to a fine not exceeding Forty Shillings.

I,

engaged as

in the Railway Service of the "COLONIAL GOVERNMENT," do hereby bind myself to observe and obey the foregoing Rules and Regulations, which I have read (or heard read) and understand, and all others that may from time to time be issued, for the better government of the Railway, so long as I remain in the Railway Service.

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Witness,

Date.....189...

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